

2018 Payroll Year-End Checklist



October

Form year-end committees to include any full departments that touch year-end process

- Include service provider representatives

Hold first year-end committee meeting

- Review prior year-end issues, current year end reporting/policy changes, and calendar of processing dates/timeline for year-end and the next year



Review current year Forms W-2 and employee data, for October

- Verify Annual Income Credit statements is properly on employee copies
- Review data generated for Forms W-2 with third-party data. Verify that:
 - Tax and tax exempt amounts in any Form W-2 data
 - Social Security numbers are verified (Internal/Prod/Share verified)
 - Social Security numbers are not truncated
 - Total wages/amounts Forms W-2 reconcile with Form 941
 - Bank account numbers are up to date



November

Do:

- Review employee handbook that lists status on Form W-2
- Meet with Accounts Payable on payments and ensure items cleared taxable that may not get tax recorded on payroll system; process items in November and December
- Gather facts, calculate income amounts, and transfer into year in November and December records; (input under the Special Accounting Rule (e.g., personal use of company car, etc.))



- Identify drawings and schedule any output or special year-end reports
- Collect 2018 information, such as Social Security wage bases, deferral limits, and other threshold amounts for that tax year
- Develop a process for review of state unemployment insurance rate method as required for accuracy and cost reduction opportunities



December

Meet with:

- Information Technology (IT) and/or third party providers on implementing all new capabilities
- Accounts Payable: Request data on payments since last meeting/quarter session
- HR/Benefits: Get information on new and updated policies for 2019
- HR/Benefits: Schedule meeting of Form W-2 (Costs/202 (Health insurance) data)
- Benefits: Update deductions for new amounts, and verify that third parties have updated tables



Do:

- Message employees on requirements to file "average" tax withholding rates for 2019
- Determine if any estimated tax deposits for adjusted payments are required and coordinate if necessary with third party provider
- Verify that the service provider (if used) has been informed of employee unemployment requirements tables



Don't:

- Accept any personal checks from employees asking to have the amounts applied to their year-to-date tax withholding amounts



Test:

- Calculations on the 1099-gross of the new year to verify accuracy



Checklist For Year End Payroll Processing

TD Snyder



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