

# PAYROLL YEAR-END CHECKLIST TEMPLATE

## PAYROLL YEAR-END CHECKLIST

### GENERAL TASKS

#### 1. Review Payroll Calendar

- Confirm important dates for year-end processing
- Ensure compliance with tax filing deadlines

#### 2. Update Employee Information

- Verify and update employee records for accuracy
- Confirm addresses, names, Social Security numbers, and other relevant details

#### 3. Verify W-4 Forms

- Ensure that all employees have submitted updated W-4 forms
- Make necessary adjustments for withholding

#### 4. Review Payroll Records

- Conduct a thorough review of payroll records for the year
- Identify and correct any discrepancies

#### 5. Ensure Compliance

- Ensure compliance with federal, state, and local tax regulations
- Stay informed about any changes in tax laws

### TAX-RELATED COMPLIANCE AND REPORTS

#### 6. Review Deposits and Special Payments

- Confirm accuracy of any deposits or special payments made during the year

#### 7. Update Benefits Records

- Verify and update records related to employee benefits
- Ensure compliance with any changes in benefit plans

#### 8. Prepare and Distribute W-2 Forms

- Generate W-2 forms for all employees
- Distribute forms to employees by the deadline

#### 9. Handle Other Benefits

- Review and report any fringe benefits provided to employees
- Ensure proper record-keeping of benefits

### TAX WITHHOLDINGS

#### 10. Verify Tax Withholdings

- Confirm accuracy of tax withholdings throughout the year

#### 11. Prepare 941 Forms

- If applicable, prepare and distribute 941 forms to contractors

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**Albert A Gayle**



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