

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 Employees 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. Review Compliance

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

TAX 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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Jiyuan Zhang



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