YEAR-END PAYROLL PROCESSING CHECKLIST

Visit **businessASAP.com/year-end** *for a complete list of tasks and links to forms & resources.*
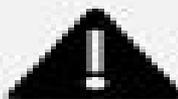
TOP Tasks to Complete by Dec. 31ˢᵗ

- [ ] **Review employee names & addresses**
  Notify ASAP about updates **BEFORE** W-2 processing. Review and edit your "W-2 Edit List" in your ShareFile Client Portal.

- [ ] **Submit a W-2 Delivery Preferences Form**
  We'll automatically mail W-2s to your employees unless you direct us not to using the W-2 Delivery Preference Form.

- [ ] **Review our Bonus Run Checklist**
  If you plan to issue bonuses or other special payroll runs, there are tax implications to consider.

- [ ] **Send ASAP important tax rate & frequency notices**
  Keep an eye out for these and forward copies to us. State Unemployment Insurance (UI), Federal Tax Deposit Frequency, and any other State filing changes.

Tax Planning & Officer Compensation

Review the following questions with your tax professional before running your final payroll of the year.

- [ ] Is your owner's compensation on target?

- [ ] If you're an S Corp, have you reported total health premiums for the year?

- [ ] Do you drive a company vehicle for personal use?

- [ ] Do you want to max out your 401(k)/Simple retirement contributions?

-- REMINDER --

DO NOT use email to send personally identifiable information (PII) or other sensitive data, such as tax ID and account numbers.

Securely upload information via our ShareFile Client Portal at businessasap.com/year-end

Office Holiday Closures and Deadlines

December 24, 2020
Christmas Eve (ASAP closing early)

December 25, 2020*
Christmas Holiday (ASAP closed)

December 31, 2020
Final day to submit updates for W-2 forms.

January 1, 2021*
New Year's Day (ASAP closed)

January 15, 2021
Submit data for ASAP's 1099 Processing Services
businessasap.com/1099-processing-services

February 1, 2021
Deadline for W-2 and 1099 Forms.

*To guarantee direct deposits, allow 2 business days

TOP Tasks to Jump Start 2021

- [ ] **Review your 2021 payroll schedule**
  Payroll schedules are provided in November and January. Notify ASAP if you have changes.

- [ ] **Review employee benefits and compensation**
  Notify ASAP if you have changes to 401(k)/Simple, HSA plans, and other premiums.

- [ ] **Order & Display 2021 Labor Law Posters**
  Get your Federal & State All-In-One Labor Law Posters from ASAP at wholesale prices.

- [ ] **New W-4 for exempt employees**
  All exempt employees must complete a new W-4 each year. Direct employees to use the IRS Withholding Calculator.

- [ ] **Check employee compensation compliance**
  Ensure employees are compensated in compliance with state and/or municipality minimum pay requirements.

Checklist For Year End Payroll Processing

Lauren Gardner

Checklist For Year End Payroll Processing:

Accounting Best Practices Steven M. Bragg,2016-03-22 ACCOUNTING BEST PRACTICES Seventh Edition Today s accounting staffs are called on to work magic process transactions write reports improve efficiency create new processes all at the lowest possible cost using an ever shrinking proportion of total corporate expenses Sound impossible Not if your staff is using the best practices for accounting Fully updated in a new edition Accounting Best Practices Seventh Edition draws from renowned accounting leader Steven Bragg s extensive experience in successfully developing operating and consulting various accounting departments This invaluable resource has the at your fingertips information you need whether you ve been searching for ways to cut costs in your accounting department or just want to offer more services without the added expense The best practices featured in this excellent step by step manual constitute need to know information concerning the most advanced techniques and strategies for increasing productivity reducing costs and monitoring existing accounting systems This new edition boasts over 400 best practices with fifty new to this edition in the areas of taxation finance collections general ledger accounts payable and billing Now featuring a corresponding seven minute podcast for each chapter found on the book s companion website Accounting Best Practices is the perfect do it yourself book for the manager who wants to significantly boost their accounting department **The Master Guide to Controllers' Best Practices** Elaine Stattler,Joyce Anne Grabel,2020-07-08 The essential guide for today s savvy controllers Today s controllers are in leadership roles that put them in the unique position to see across all aspects of the operations they support The Master Guide to Controllers Best Practices Second Edition has been revised and updated to provide controllers with the information they need to successfully monitor their organizations internal control environments and offer direction and consultation on internal control issues In addition the authors include guidance to help controllers carryout their responsibilities to ensure that all financial accounts are reviewed for reasonableness and are reconciled to supporting transactions as well as performing asset verification Comprehensive in scope the book contains the best practices for controllers and Reveals how to set the right tone within an organization and foster an ethical climate Includes information on risk management internal controls and fraud prevention Highlights the IT security controls with the key components of successful governance Examines the crucial role of the controller in corporate compliance and much more The Master Guide to Controllers Best Practices should be on the bookshelf of every controller who wants to ensure the well being of their organization In addition to their traditional financial role today s controllers no matter how large or small their organization are increasingly occupying top leadership positions The revised and updated Second Edition of The Master Guide to Controllers Best Practices provides an essential resource for becoming better skilled in such areas as strategic planning budgeting risk management and business intelligence Drawing on the most recent research on the topic informative case studies and tips from finance professionals the book highlights the most important challenges controllers will face Written for both new and

seasoned controllers the Guide offers a wide range of effective tools that can be used to improve the skills of strategic planning budgeting forecasting and risk management The book also contains a resource for selecting the right employees who have the technical knowledge analytical expertise and strong people skills that will support the controller s role within an organization To advance overall corporate performance the authors reveal how to successfully align strategy risk management and performance management In addition the Guide explains what it takes to stay ahead of emerging issues such as healthcare regulations revenue recognition globalization and workforce mobility As controllers adapt to their new leadership roles and assume more complex responsibilities The Master Guide to Controllers Best Practices offers an authoritative guide to the tools practices and ideas controllers need to excel in their profession   *The Fast Close Toolkit* Christine H. Doxey,2019-12-24 This publication focuses on the critical methods that can be used to dramatically improve the fiscal closing process The Record to Report R2R or Fiscal Closing Process is at the core of the controllership function The process includes transaction processing internal and external reporting and the internal controls the people processes and technology that constitute the corporate organizational hierarchy CFOs controllers and corporate finance departments require timely accurate and consistent data to make appropriate operational and strategic decisions and fulfill statutory regulatory and compliance requirements with accurate and timely data The Fast Close Toolkit offers both strategic and tactical suggestions that can significantly improve the fiscal closing process and provides guidance on new legislation requirements systems and best practice processes Checklists templates process narratives and sample policies are provided for every component of the fiscal close Investors and shareholders expect fast and easy access to the data created by current business activities in the information driven digital age The Fast Close Toolkit provides the necessary tools and expert advice to improve the fiscal closing process Authoritative and up to date this book Identifies the bottlenecks that can impact the and improvethe fiscal close process and provides best practices to help alleviate these challenges Defines the Record to Report R2R and recommends the roles and responsibilities for fiscal close processes flow Offers the internal controls to use for the end to end fiscal close process Describes approaches for risk management R2R and fiscal close benchmarking Identifies KPIs for all aspects of the R2R process Provides the mechanism for developing a financial close scorecard Recommends leading practices for both external and internal reporting Provides guidance on how strategic planning the budget and forecast processes can be streamlined to enhance the fiscal close and internal reporting results Written by a respected expert on internal controls and the fiscal closing process The Fast Close Toolkit is a valuable source of information for professionals involved in controllership and have responsibility for the fiscal close   **Accessions Checklist, Colorado State Publications** State Publications Depository and Distribution Center (Colorado),State Publications Library (Colo.),1986   Monthly Checklist of State Publications Library of Congress. Exchange and Gift Division,1986 June and Dec issues contain listings of periodicals   Checklist of Colorado State Publications Available in Microfiche ,1985   **Auditing** W.

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