



This is an important time to review documentation to ensure legal and tax requirements are met as annual tax filings will be prepared based on this legal information.

### Company Information:

- Company legal name & DBA
- Company address
- Company FEIN
- Payroll contact information
- Handbook or Policy updates

### Unemployment Insurance:

- Unemployment rate or federal/state deposit frequency changes - *if inaccurate, penalties could apply*

### Insurance or Benefit Information:

- Any S Corporation 2% shareholder company contributions - *if inaccurate, penalties could apply*
- Applicable retirement savings plans in place
- Employer contributions established
- Applicable deduction codes in place
- Any changes updated with payroll
- Confirm how accruals reset or carry over
- Confirm current & maximum balances
- Relevant holiday expectations conveyed


### Employee's & 1099 Information:

Please account for past & current employee (W2) names, addresses, & social security numbers. Missing or invalid information is subject to government penalties.

- Full name & address
- Employee social security number
- Wage & tax information (complete W-4s)
- Garnishments or deductions
- Relevant manual check payments that have not been included in previous payrolls
- Relevant forms or training
- Any 1099 information for contract workers

### Special Payroll Requests:

- Special reports
- Bonuses or any adjustment payrolls

 It's VITAL to look ahead and contact your Payroll Specialist, if you're planning any bonuses as they might have longer processing guidelines per our ACH processing bank.

Please verify each item above and make any updates by **5:00pm MST, Friday, December 13.**