



Below are a series of questions to ask yourself as you prepare for year end and to avoid any negative tax implications or unwanted financial liabilities.

Did we have any company changes?

Company Address

All W-2s and annual filings will be prepared with your legally registered business address. If your address has changed, please contact your Payroll Specialist immediately.

Contact Information

Review payroll and owner's contact information to make sure they are up-to-date.

Rate & Deposit Frequency

Send any unemployment rate or frequency changes for the year to your Payroll Specialist.

Did we have any employee changes?

Contact Information

Verify contract workers (1099s), current and past employee (W-2s) names, addresses, and social security numbers. Missing or invalid information is subject to government penalties.

Manual Checks

All relevant payments that were issued to employees that have not been included with previous payrolls need to be submitted.

Have we had any insurance changes?

Employer Contributions

The amount the employer paid towards each individual employee's health insurance must be reported on the W-2s for any company with over 250 employees.

S Corporation 2% Shareholders Health Insurance

The cost of premiums provided to any 2% shareholders must be reported as income on the shareholder's W-2s.

Will we have any bonus payrolls?

Please advise your Payroll Specialist ASAP if you plan to run an extra bonus payroll, as the processing amount may have special ACH guidelines.