

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

## Insurance or Benefit Information

- Unemployment rate or federal/state deposit frequency changes - *if inaccurate, penalties could apply*
- 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
- Third party benefit payments for STD & LTD - *Submit immediately upon receipt. If submitted after 12/31/2024 amendment fees apply.*
- Employer-paid healthcare premium p/emp - *Only applies to companies with over 250 W2s*

## 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



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.

- Special reports
- Bonuses or any adjustment payrolls

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