

YEAR END CHECKLIST



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. **Missing or invalid information is subject to government penalties.**

Company Information

- ☐ Company address
- ☐ Authorized Payroll contact information
- ☐ Bank changes (Please allow 72 hours for approval)
- ☐ Forward any notices regarding 2026 UI tax rate (Notice sent from tax agency)
- ☐ Forward any notices regarding Federal or State deposit frequency changes. (Notices sent from tax agency)
- ☐ Update Employee headcount with CO FAMLI

2025 Additional Payroll Data

- ☐ Relevant manual check payments that have not been included in previous payrolls
- ☐ Any S Corporation 2% shareholder company contributions
- ☐ Third party benefit payments for STD & LTD
- Submit immediately upon receipt
- ☐ Employer-paid healthcare premium p/emp
- Only applies to companies with over 250 W2s

Employee's & 1099 Information

- ☐ Full legal name & address
- ☐ Check for missing social security number
- ☐ Wage & tax information (complete W-4s)
- ☐ Garnishments or deductions
- ☐ 1099 contract workers information including missing EIN
- ☐ Double check 1099 YTD totals
- ☐ Applicable retirement savings plans in place
- ☐ Employer contributions changes for 2026
- ☐ Confirm how accruals reset and/or carry over

Bonus Payroll Requests

It's VITAL to look ahead and contact your Client Success Specialist if you're planning any bonuses as they may require longer processing guidelines per the ACH processing bank.

Please verify each item above and make any updates by 5:00pm MST, Friday, December 12.