

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

William S. Davis



Checklist For Year End Payroll Processing:

Decoding **Checklist For Year End Payroll Processing**: Revealing the Captivating Potential of Verbal Expression

In a time characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its power to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Checklist For Year End Payroll Processing**," a mesmerizing literary creation penned by a celebrated wordsmith, readers attempt an enlightening odyssey, unraveling the intricate significance of language and its enduring affect our lives. In this appraisal, we shall explore the book is central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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