

# ✓ END OF YEAR CHECKLIST ✓

DATE: \_\_\_\_\_

S M T W T F S

●  **Update Employee Info**

Information on file should always be up-to-date and accurate. This is also a good time to notify employees they can make changes to their W-4s.

●  **Verify All Paychecks are Recorded**

Even employees outside of regular payroll need to be recorded, include any manual checks from accounting

●  **Check Time-Off Balances**

PTO could be accrued for employees, or cashed out, under some policies

●  **Determine Benefit Changes**

Open enrollment means employees may change medical, dental, etc.

●  **Consider Potential Tax Credits**

The CARES act can assist businesses in claiming the Employee Retention Tax Credit (ERTC), retroactively

●  **Order Applicable Forms & Posters**

You can get necessary [forms](#) and [posters](#) from the IRS

●  **Establish Deposit Schedule**

This can change every year, so determine it before the new year. If you are changing the payroll schedule, you may need to notify employees (weekly to biweekly, etc.)

●  **Check your W-2 and Quarter 4 previews**

Ensure all 3 quarters total the W-2., and remember to remove pre-tax deductions when calculating the information.