

# Year-End Payroll Checklist for Accountants

Yes, you can have an easy and hassle-free year-end! Use this checklist to keep track of your clients tasks.

## October/November

- Start verifying company information, including tax IDs, W-2 delivery address and email address
- Start verifying employee and contractor information, including SSNs and 1099s
- Start making sure employee totals are correct
- Start verifying earnings and deductions
- Review third party sick pay, if applicable
- Report fringe benefits, if applicable
- Learn more about the ACA
- Verify which clients are in a FUTA credit reduction state

## December

### Before the last payroll of the year

- Finish verifying employee and contractor information
- Ensure employee totals are correct
- Verify earnings and deductions
- Review third party sick pay information, if applicable
- Process final payroll adjustments, such as manual checks and voided checks
- Report fringe benefits, if applicable
- Prepare payroll processings for Christmas impacts and other holiday office closures for clients

### Before December 31, 2016

- Order W-2 and 1099-MISC form stock and envelopes, if applicable
- Gather data to meet 2017 ACA reporting deadlines, if applicable
- Estimate FUTA payments, if applicable
- Finish verifying company information including tax IDs, W-2 delivery address and email address
- Process bonus payrolls
- Run final payrolls for the year
- Review client tax forms
- Stop retirement plan catch-up contributions, if applicable

## January/February

### Before the first payroll of 2017

- Update employee deductions
- Stop retirement plan catch-up contributions, if applicable
- Review the ACA, if applicable
- Review 2017 state minimum wage changes
- Review 2017 state unemployment insurance changes

### End of January

- File IRS forms 940, 941, 943, 944, and 945, where applicable
- File W-2s and 1099s
- Pay FUTA Invoice
- Tell employees/contractors to download their W-2s/1099s, if applicable

### Mid-January

- Prepare and deliver year-end forms for clients

### January 31, 2017

- Distribute W-2s/1099s to employees/contractors

To access the complete year-end guide, go to [adp.com/2016checklist](http://adp.com/2016checklist)