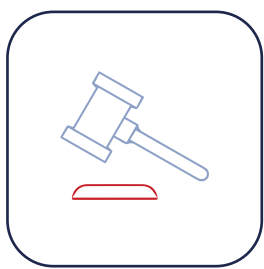


PAYROLL YEAR-END CHECKLIST:

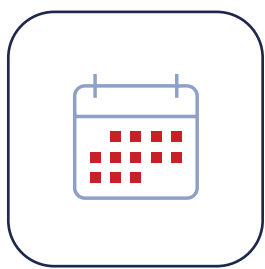
Below are the items to keep in mind when completing year-end payroll.
Use this checklist as a reminder of the requirements to complete before the new year begins.
*Use these tips all year long as a reminder.



Read Phase I, II, and
III notes – take action
as necessary



Review legal changes from
IRS (such as W2s), State and Local
Govt, and verify filing dates



Apply Year-end Support
Packs and TUBS, double check
applicable tax rates



Perform adequate
testings



ENSURE ACCURATE MASTER DATA



Validate SSNs with the
SS Administration Social
Security Number
Verification Service



Check addresses are
complete – terminated
employees too



Check exempt
employees



Check for deceased
employees



Send reminders to employees for review of exempt status,
FSA deadlines and validations of address and other master data.



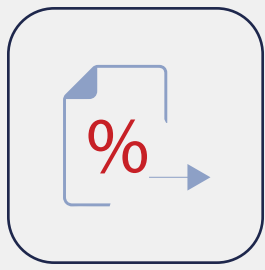
ENSURE ACCURATE PAYROLL DATA



All records balance between
FI, 3rd Party, 941 and W2



Check that SS and Medicare
are correctly calculated and
withheld or inputted



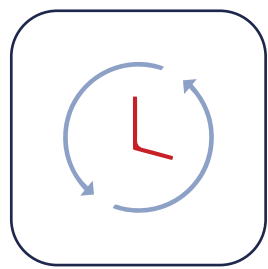
Input income for
taxable events



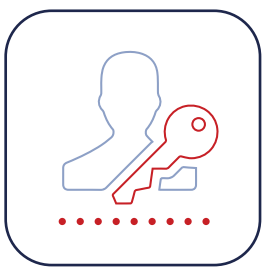
Clear all claims
before end of year



Purchase Paper Stock for W2s to be printed and validate
printer working correctly



Make sure calendars,
schedules and limits (FSA, 401K,
SS limits) are set up for next year



Ensure Social Security
passwords are up-to-date



Ensure 1099s produced
when required



Check on-line W2 functionality
working correctly