

# Year-End Payroll Checklist

## November

- Start verifying your company information, including tax IDs and email address\*
- Start verifying your legal address\*
- Start verifying employee and contractor information\*
- Prepare your payroll processing for Thanksgiving impacts
- Start making sure employee totals are correct
- Start verifying earnings and deductions
- Review third party sick pay (if applicable)
- Calculate and report Group Term Life Insurance (if applicable)

- Report fringe benefits (if applicable)
- Report healthcare coverage (if applicable)
- Find out if you're in a FUTA credit reduction state
- Process bonus payrolls, if needed
- Review the Form 1099-NEC (employers with contractors only)
- Review the IRS's ruling for truncating SSNs on W-2s
- Review the forms ADP® files on your behalf
- Review your W-2 preview report



## December

### Before your last payroll of the year

- Finish verifying employee and contractor information\*
- Finish making sure employee totals are correct
- Finish verifying earnings and deductions
- Finish reporting Group Term Life Insurance (if applicable)
- Review third party sick pay (if applicable)
- Process your final payroll adjustments
- Record any FFCRA and/or CARES Act earnings BEFORE 12/31
- Report fringe benefits (if applicable)
- Report healthcare coverage (if applicable)
- Prepare your payroll processing for Christmas and New Year's Day impacts

### Before December 31, 2021

- Run payroll BEFORE 12/31 (if you haven't processed regularly due to COVID-19)
- Finish verifying company information, including tax IDs and email address\*
- Finish verifying legal address\*
- Gather data to meet 2021 ACA reporting deadlines (if applicable)
- Start preparing to provide Earned Income Tax Credit (EITC) notifications to your employees (if applicable)
- Process bonus payrolls, if needed
- Run your last payroll of the year
- Review your tax forms
- Stop retirement plan catch-up contributions (if applicable)

## January

### Before your first payroll of 2022

- Review W-2s/1099s BEFORE January 14, 2022
- Clear PTO Accrual Balances for Year-End
- Update employee deductions
- Obtain your state's new W-4 form (if applicable)
- Stop retirement plan catch-up contributions (if applicable)
- Review the ACA (if applicable)
- Review 2022 state minimum wage changes
- Review 2022 state unemployment insurance changes

### End of January 2022

- File your 1099s, including the new Form 1099-NEC

### January 31, 2022

- Distribute W-2s and 1099s to employees/contractors
- Provide Earned Income Tax Credit (EITC) notifications to your employees (if applicable)

\*If you made changes to your account due to COVID-19, it's important that this information is accurate and up-to-date to help avoid any filing disruptions or delivery delays.

### Mid-January

- Prepare your payroll processing for Martin Luther King, Jr. Day impacts
- Tell employees/contractors to download their W-2s and 1099s (if applicable)



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