



YEAR END 2021 PAYROLL CHECKLIST

DECEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

 Holiday-ConnectPay is Closed



VERIFY EMPLOYEE & EMPLOYER DATA

Before Friday, December 10th

- Employee names and any name changes
- Employee social security numbers
- Employee home addresses

- Employers - verify your EIN and business name



NOTE: THE IRS CAN IMPOSE PENALTIES FOR INCORRECT NAMES AND SOCIAL SECURITY NUMBERS

TIP: Have Employees Verify their W-4 forms. Print a current paystub, put in an envelope with instructions to each employee to verify the accuracy of the data. Note any changes to the payroll administrator.



VERIFY ALL FRINGE DATA FOR CORRECT W-2s

Before Wednesday, December 22nd

- Bonus payrolls
- Group term insurance over \$50k
- Share holders Insurance
- Company car - personal use
- Company provided car / parking
- Dependent care benefits
- Non-qualified moving expenses
- Non-cash payments



ENSURE ALL PAYROLL FIGURES ARE COMPLETE

- Confirm the deferred compensation plan is correct and verify employee contribution amounts
- Group life term adjustments have been updated and submitted
- Third party sick pay (if third party is not issuing W2)
- Manual checks have been entered
- Employer-paid education not related to employees' job
- Check for required backup withholding, verify amounts

TAX LIABILITY OVER \$100K MUST BE WIRED

Please allow time for this so as not to delay processing.

ONGOING IN 2022

- Have employees complete the new W-4 if situation has changed
- Make sure all I-9s on file are complete
- Forward all agency notices to your Connected Service Representative

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