

# YEAR-END PAYROLL PROCESSING CHECKLIST

Visit [businessASAP.com/year-end](https://businessasap.com/year-end) for a complete list of tasks and links to forms & resources.

## TOP Tasks to Complete by Dec. 31<sup>st</sup>

- ☐ **Review employee names & addresses**  
Notify ASAP about updates **BEFORE** W-2 processing.  
Review and edit your "W-2 Edit List" in your ShareFile Client Portal.
- ☐ **Submit a W-2 Delivery Preferences Form**  
We'll automatically mail W-2s to your employees unless you direct us not to using the W-2 Delivery Preference Form.
- ☐ **Review our Bonus Run Checklist**  
If you plan to issue bonuses or other special payroll runs, there are tax implications to consider.
- ☐ **Send ASAP important tax rate & frequency notices**  
Keep an eye out for these and forward copies to us: State Unemployment Insurance (UI), Federal Tax Deposit Frequency, and any other State filing changes.

## Tax Planning & Officer Compensation

Review the following questions with your tax professional before running your final payroll of the year.

- ☐ Is your owner's compensation on target?
- ☐ If you're an S Corp, have you reported total health premiums for the year?
- ☐ Do you drive a company vehicle for personal use?
- ☐ Do you want to max out your 401(k)/Simple retirement contributions?

### -- REMINDER --



**DO NOT** use email to send personally identifiable information (PII) or other sensitive data, such as tax ID and account numbers.

Securely upload information via our ShareFile Client Portal at [businessasap.com/year-end](https://businessasap.com/year-end)

## Office Holiday Closures and Deadlines

### December 24, 2020

Christmas Eve (ASAP closing early)

### December 25, 2020\*

Christmas Holiday (ASAP closed)

### December 31, 2020

Final day to submit updates for W-2 forms

### January 1, 2021\*

New Year's Day (ASAP closed)

### January 15, 2021

Submit data for ASAP's 1099 Processing Services  
[businessasap.com/1099-processing-services](https://businessasap.com/1099-processing-services)

### February 1, 2021

Deadline for W-2 and 1099 Forms

*\*To guarantee direct deposits, allow 2 business days*

## TOP Tasks to Jump Start 2021

- ☐ **Review your 2021 payroll schedule**  
Payroll schedules are provided in November and January. Notify ASAP if you have changes.
- ☐ **Review employee benefits and compensation**  
Notify ASAP if you have changes to 401(k)/Simple, HSA plans, and other premiums.
- ☐ **Order & Display 2021 Labor Law Posters**  
Get your Federal & State All-In-One Labor Law Posters from ASAP at wholesale prices.
- ☐ **New W-4 for exempt employees**  
All exempt employees must complete a new W-4 each year. Direct employees to use the IRS Withholding Calculator.
- ☐ **Check employee compensation compliance**  
Ensure employees are compensated in compliance with state and/or municipality minimum pay requirements.