



**REVIEW EMPLOYEE'S SOCIAL SECURITY NUMBERS.**

Review each employee record and verify that the Social Security number is correct. If you received a SSN Verification report from us you must correct all employee records listed in the report.

**VERIFY EACH EMPLOYEE'S MAILING ADDRESS.**

Verify each employee has a complete and correct mailing address. Don't forget to check terminated employees with current year wages as well.

**VERIFY EMPLOYEE NAMES.**

Pay attention to employees with a title following their last name (i.e. Smith DMD, Jr.). Delays and errors often occur in the posting of earnings for employees whose names on the W-2 form include titles. It is recommended that titles NOT be included as part of the employee's name for W-2 reporting purposes. The names should be entered and displayed as shown on the employee's Social Security card.

**REPORT ANY OF THE FOLLOWING TO ECCA PAYROLL+ PRIOR TO THE PROCESSING OF YOUR LAST 2018 PAYROLL.**

To avoid unnecessary processing charges or delays, additional items that may need to be reported to ECCA Payroll+ prior to processing your last payroll of the year include:

- Group Term Life Insurance (over \$50,000)
- Tip Allocation
- Dependent Care Benefits
- Personal Use of Auto
- Tax Deferred Savings Plan
- Health Insurance Paid for 2% Shareholders of an S Corporation
- Moving Expenses
- Employer Sponsored Health Coverage

**THIRD PARTY SICK PAY.**

Should ECCA Payroll+ include Third Party Sick Pay on your W-2s? Please contact your Third-party Sick Pay administrator to find out and let ECCA Payroll+ know.

**SUBMIT ANY 1099s.**

You are responsible for notifying us of any 1099s you require ECCA Payroll+ to process; 1099s are not automatically generated.

**NOTIFY ECCA PAYROLL+ OF ANY CHANGES.**

Please notify ECCA Payroll+ if you have new contacts, phone numbers, fax numbers, or any changes we may need to be made aware of.

