



Year-end Checklist

Verify your company information

Review and verify your company information is accurate. This includes your address, email, and tax IDs.

Verify employee demographic information

Validate your employee's first and last names; names should not include any titles. Also, verify that the primary address is not a P.O. Box.

Verify employee Social Security Numbers

Verify you have the correct Social Security numbers for each employee. An SSN Verification report, such as one produced by ECCA Payroll+, will show any records that need corrected.

Review each employee's earnings and deductions

Validate your employees' earnings and deductions; verify that the totals are correct. Any adjustments must be made before December 31, 2020.

Validate any former employees as well

When reviewing employee information, make sure you review all employees who were paid wages during the calendar year, not just active ones. This includes any terminated employees.

Be aware of upcoming bank holidays

See if your check date falls on a bank holiday. If so, consider processing your payroll earlier to ensure your employee's direct deposits arrive on time.

- October 12
- November 11
- November 26
- December 25
- January 1



Review any taxable fringe benefits (if applicable)

Since they are considered taxable, you must report any fringe benefits on an employee's W-2. Be sure to review the following:

- 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

Review any third-party sick pay (if applicable)

Contact your third-party administrators for any sick pay amounts that need reported on your employees' W-2s.

Review any 1099s (if applicable)

Review any 1099s that may need issued; verify that the totals are correct.

Process bonus payrolls (if applicable)

Run any bonus payrolls before December 31st to ensure your employee's W-2 amounts are accurate.

Process your last payroll of the year

If your company was eligible for any relief from the Families First Coronavirus Response Act (FFCRA) or the Coronavirus Aid, Relief, and Economic Security Act (CARES), you must record any earnings before December 31st.

Complete your HR Stack

ECCA Payroll+ is a full-stack, HR service provider with solutions for payroll and tax; time and attendance; benefits administration; and employee management. Visit eccapayroll.com to finish building your HR stack.

