



2021 Year-End Payroll Checklist

Before Year-End

- Confirm all employee identifying information such as employee name, Social Security Number, and current address are updated. This information needs to be correct on Form W-2.
- Ensure you have reported all 2021 employee payments to Payroll Experts. This includes payments for commissions, bonus pay, and any other compensation including manual checks that may have been written.
- Ensure you have also reported all year end fringe benefits like 2% shareholder, ER Paid Health Insurance Premiums, etc.
- Verify employee wages, benefits (including sick/vacation balances), and deductions. Notify employees of any new benefit changes that begin January 1.
- Order updated state and federal labor law posters. You may also need to order FLSA, and OSHA posters. Or, subscribe to our Poster Compliance Service.
- Review minimum wage chart for any necessary updates to employee's rates.
- Ensure you've sent us your unscheduled payroll worksheet (page 6 of the YE guide) to add any additional payrolls needed prior to year end. Please see page 5 of the YE guide for 2021 bonus payroll processing requirements

After Year-End

- Tax Rates often change at the beginning of the year so don't forget to send us any updated State or Local Rates as soon as you receive them.