

2018 Year-End Checklist

Please verify these items with your Paychex clients before the end of the year:

Has this information been reported?

- All in-house payroll
- Voided checks
- Employee pension information
- Group-term life adjustments
- Tax deposits made for an amount other than the amount on the deposit notice
- Tip allocations for TEFRA
- Compensation adjustments paid to employees who need to be included on employee Form W-2 (e.g., charitable contributions, union dues)
- Other amounts in Form W-2, Box 14
- Taxable cash and non-cash fringe benefits (e.g., personal use of a company car)
- Third-party sick pay insurance benefits
- Educational assistance reimbursements
- Any dependent care services provided to employees under an employer-sponsored program
- Identification numbers for every tax agency

Has this information been verified?

- Employees' names and addresses
- Employees' social security numbers (SSNs)
- Clients' Forms W-2 delivery address
- Form 1099 payees' SSNs or taxpayer ID numbers
- Identification numbers for state and local agencies on each return

Additional Reminders: Bonus Payrolls

- Bonus checks can be run with the client's regular payroll. If a different check date or period-end date is desired, the bonus checks must run as a separate payroll.
- Clients can temporarily override the direct deposit coding on bonus checks so their employees can receive "live" bonus checks.
- For clients using Taxpay® or PAYEFT, we automatically pay deposits incurred by bonuses (even if checks are not generated by Paychex) as part of the service, providing the information is reported by the year-end deadline date.
- If your clients are using a Paychex 401(k) plan offered through Paychex Retirement Services, we will automatically deduct any 401(k) contributions from the bonus checks of the employees participating in the plan. According to the plan, bonus pay is defined as compensation, and therefore must be reflected on Form W-2.

Year-End Deadline Date

- The year-end deadline date for clients to report changes for 2018 is Dec. 28, 2018, by 5 p.m. local time of the processing office, or before your clients' first payroll with a 2019 check date is processed, whichever is earlier.
- If payroll adjustments are necessary after the year-end deadline date, Paychex can reprocess tax returns. There is, however, an additional charge and a processing delay. If your clients anticipate the need for payroll adjustments, they should contact Paychex immediately so returns can be processed at no additional charge.

Funding Responsibilities

- Processing large payroll liabilities might require funding Direct Deposit/Readychex and/or Taxpay® liabilities by a secure wire method. Clients will be contacted after their payroll is processed when a wire is required.