Year-End Reporting

Again, the year-end deadline to report information or changes for 2019 is **Dec. 31, 2019, by 4 p.m.** or before the first payroll that has a 2020 check date is processed, whichever comes earlier.

Taxpay® and Non-Taxpay Clients

Action Items	Taxpay Clients	Non-Taxpay Clients
If not already done, these items should be reported to your client's payroll representative before **December 31, 2019:**	• In-house payroll checks • Voided payroll checks • Third-party sick pay (disability payments)	• In-house payroll checks • Voided payroll checks • Third-party sick pay (disability payments) • Any tax deposits that were due but not remitted • Tax deposits paid for an amount other than the one reflected on the deposit notice
If additional 2019 payroll entries are reported after the deadline, **Paychex will:**	Collect and deposit any additional liability that might be required, but will not be responsible for any penalties or interest as a result of a late payment	Generate a new or replacement deposit notice
If any client voids 2019 payroll entries after the deadline date, **Paychex will:**	• Prepare their federal tax return, Form 941 or 944, showing the overpayment, and request a refund for them • Prepare any required state quarterly returns or annual reconciliations, showing the overpayment. We will either request a refund or apply the overpayment to the next state tax deposit, based on the state's requirements	

AccountantHQ (AHQ)

Don't waste time tracking down clients for year-end reports. View all your clients' accounts on AHQ.

This single dashboard provides on-demand access and analytics to assist with strategic consultation and resources from the Accountant Knowledge Center (AKC). The AKC includes free self-study CPE courses, industry news, and other resources to assist accounting professionals.