



Year End 2021 Checklist

**** Please return this completed list no later than 12/03/21****

Company Name: _____

- 1. Year End Payroll Processing
 - We will have a bonus payroll dated ___/___/___ (must be submitted 3 days prior).
 - We will have a bonus payroll, date undetermined.
 - We will have 3rd Party Sick/1099/Fringes/Ins. Premiums/etc. to report.
 - We have voided or manual checks that need to be reported.
 - We will not need additional Year-End Processing.

- 2. 2022 Payroll Calendar – If you would like to review your calendar, please contact your specialist.
 - Calendar is fine. No changes.
 - Changes to Frequency or Payroll Date, please explain.

- 3. W2/1099 Verification Report – Review for name spelling, social security number and address changes.
 - No Changes to data.
 - Changes attached.

4. Contact Information - **Please fill out completely below**

	Primary Contact	2 nd Contact	3 rd Contact
Name	_____	_____	_____
Phone	_____	_____	_____
Email	_____	_____	_____

Please scan/email to payroll@payrollplus-hcm.com or fax to 704-895-1177. Thank you!