Payroll New Year and Year End Checklist

For Employers that process their payroll

* Verify and update your State Unemployment Insurance rate prior to running first Payroll in the new 2016 year
* Before processing W-2’s, verify 2015 employees’ data, update phone, address, email etc.
* Review and update employees W-4 / federal withholding status if necessary
* Verify any changes in employee pay and garnishments / deductions
* Verify 1099 Vendor Information for 2015 year-end 1099 and 1096 form filing
  + Update and verify 1099 vendor information to include tax ID number and current address
  + Deadline to mail 1099’s is February 1, 2016

If McIlvain & Associates processes your Payroll

* Please provide us with your State Unemployment and State Disability Insurance rates for the new year
* Please provide us with any updates to W-4 withholdings, any changes to employees’ pay, any changes in employees’ garnishments, any changes to employees’ personal information (phone, address, email etc.)
* If you are an S-Corp please furnish McIlvain & Associates your health insurance premiums paid for Shareholders in 2015 so that it can be included on your W-2