** Preparing For Year-End**

As we approach the end of 2023, we want to make you aware of some important dates and action items for a successful year-end processing.

**Bonus Checks**

If your firm issues annual or holiday bonuses, we will process them as separate checks (to minimize federal tax liability). We **must** receive this information on or **before your final payroll for 2023**.

**Holiday Processing**

Please keep in mind federal holidays that occur in December and January when submitting payrolls. We must receive your payroll 3 days prior to your check date, no later than 2:00 p.m. Payrolls submitted after our ach deadline may require the pay date to advance by one day. UPS and USPS delivery is also often affected during the holidays. Overnight delivery may be required in some locations. Please submit your payroll **as early as possible to avoid delays** receiving your payroll envelopes.

**December – We are closed on Monday, December 25th**

**January – We are closed on Monday, January 1st, 2024**

**Taxable Fringe Benefits**

Please submit figures for Taxable Fringe Benefits **before** Friday, December 15th. These figures must be included with the final payroll that you run in 2023.

These include Auto Allowances, Cost of Group-Term Life over $50K, S-Corp Insurance, Educational Assistance, Adoption Assistance, and Moving Expenses.

**W2 Form Verification**

With the penalties for failure to file correct W2s going up, take action today to reduce errors at year-end.

The Social Security Number Verification Service (SSNVS) will help you do that. You can verify up to 10 names and Social Security Numbers online, or for larger batches you can upload an electronic file.

Here is the link for the SSA Verification Service: <https://www.socialsecurity.gov/employer/ssnv.htm>

**Please complete the attached Year-End Checklist and return it to us via U.S. mail or fax the checklist to us at 866-677-4222 before December 15th.**