** YEAR-END CHECKLIST**

**Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Bonus Payrolls**

Will you have a bonus payroll in 2023? YES NO

Do you want us to stop tax deferred deductions? (401(k) 403(b), SEP, Simple, etc) YES NO

Do you want us to stop recurring deductions? (garnishments, health care, etc) YES NO

1. **Company and Employee Information**

Are there any changes to your company name or address? YES NO

All changes must be in writing. It is your responsibility to notify state and federal agencies.

Did you verify your employee information (SS#, name, address, etc)? YES NO

IRS may impose a $50 penalty for each SS# or name mismatch.

1. **Fringe Benefits (must be received by December 15th):**

Does your company have any fringe benefits that need to be reported for 2023? YES NO

Personal use of company car? YES NO

Moving Expenses (non-deductible)? YES NO

Dependent Care Benefits? YES NO

2% S-Corp Medical Insurance? YES NO

Group Term-Life Insurance in excess of $50,000? YES NO

If you have any of the above, attach amounts and detailed instructions of any special tax handling. If we do not receive instructions, we will process the fringe benefit with appropriate taxes deducted.

1. **Federal Payroll Tax Deposit Frequency (sent in November by IRS)**

Please indicate your 2024 deposit frequency. Semi-Weekly Monthly

Attach a copy of the IRS notice to this checklist. You must call the IRS if you have not received a filing frequency notice. You are responsible for reporting any tax filing changes to PayPlus before the start of the year. We do not receive these notices directly from the IRS.

1. **State Withholding Tax Deposit Frequency (if notified of change)**

Please indicate your 2024 state deposit frequency. Semi-Weekly Monthly

Attach a copy of the state notice to this checklist. You must call your state’s DOR if you have not received any filing frequency notice. You are responsible for reporting any filing changes to PayPlus before the start of the year. We do not receive these notices directly from the DOR.

1. **2024 SUI Rate Changes (out of state employers only)**

Have you received the new 2024 State Unemployment Rates? YES NO

Fax them to us as soon as you receive your 2024 rate. MA clients do not need to forward your UI rates.

1. **Independent Contractors:**

Do you have Independent Contractors not paid through us to be added by us YES NO

for 1099 purposes? This info **must be provided to us by December 15th, 2023**.

**Today’s Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IMPORTANT - Fax this document back to us by December 15th at 866-677-4222**