

# YEAR END CHECKLIST 2020



- W-2 and 1099s: WE HIGHLY RECOMMEND ALL EMPLOYEES DOUBLE CHECK THEIR ADDRESS & SSNs PRIOR TO YEAR END. NO CHANGES CAN BE MADE IN 2021 UNLESS A W-2C IS CREATED. THERE WILL BE A CHARGE FOR EACH W-2C COMPLETED. PLEASE BE SURE TO HAVE ALL OWNER ADJUSTMENTS IN WITH YOUR LAST PAYROLL OF 2020.
- FEDERAL/STATE NOTICES: Updated unemployment rates and tax frequency changes are typically mailed at the end of the year. All changes are sent directly to the employer. It is not uncommon for these notifications to be set aside or lost. In order to reduce any late notices or penalties, please forward them to It's PayDay upon receipt.
- Retirement Plan Contributions: Be sure you confirm the annual limits on your retirement plan and plan accordingly.
- Owner Adjustments: Please consult with your accounting professional to assure any owner adjustments to payroll are being planned and submitted with or prior to the last payroll of 2020.
- Bank Holidays: Remember that banks and our offices will be closed Friday, December 25, 2020 and Friday, January 1, 2021. Note: check dates may need to be changed or payroll may need to be reported early for direct deposit due to the holidays.
- Affordable Care Act: If you have been identified as an ALE, Applicable Large Employer (50 or more full-time employees), you are required to file forms 1095C and 1094C. It is imperative to contact our office to discuss processes for securing all information needed.
- Year-End 2020: W-2s will be ran with either your last pay of 2020 OR with the first or second pay of 2021, depending on your payroll cycle. Fees will be electronically withdrawn at the time your W-2s are ran unless you make other arrangements or are not on automatic bill pay. For other helpful tips on year end preparation, contact It's PayDay at 410-879-5200.

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