

Year-End Calendar

Time to wrap up 2015 and get ready for 2016!

We've created this calendar so you know who does what, and when. Including the last date to run your final 2015 payroll, what to do with any tax notices you receive from the agencies, and when your employees will receive their W-2s in the mail.

For additional dates, deadlines, messages, and handy year-end advice, check out the Payroll Year-end Guide available from the Employees page of your QuickBooks Full Service Payroll account.

Thank you for your business in 2015. Here's to a successful new year in 2016!

2015 Year-End Checklist

Do these things by...

Tuesday Dec 29, 2015 3 PM (PT)

Submit any final direct deposit checks for 2015.

Thursday Dec 31, 2015

Submit any final paper checks for 2015. This includes regular payroll, unscheduled checks, bonuses, commissions, and so on.

Confirm each employee's name, mailing address, and Social Security number. We use this info to prepare and mail their W-2s.

Got a tax notice? Email or fax it to us asap at [780.669.5714](tel:780.669.5714)

...and we'll do the rest!

Jan 11, 2016: We'll post your employees' W-2s in your QuickBooks Full Service Payroll Tax Center.

Jan 22, 2016: We'll begin mailing W-2s directly to your employees.

Date varies by state: We'll pay and file your federal and state annual forms with the agencies.

2015 Year-End Calendar

December

SUN	MON	TUES	WED	THURS	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Dec 29, 2015 3 PM (PT): Last date to submit direct deposit checks for 2015. Your employees will be paid on Thurs Dec 31, 2015.

Before Dec 31, 2015: Confirm each employee's name, mailing address, and Social Security number. We'll use this info to process, print, and mail W-2s directly to your employees.

Before Dec 31, 2015: If you receive a tax notice from your state, be sure to email or fax it to us as soon as possible. Notices can include state unemployment insurance (SUI) or deposit frequency notices.

Dec 31, 2015: Last date to submit and deliver any handwritten checks to employees. This includes regular payroll, unscheduled checks, bonuses, commissions, and so on.

January

SUN	MON	TUES	WED	THURS	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jan 7, 2016: Still need to update an employee address? Jan 7 is the last date to enter any changes to employee info for W-2s.

Jan 11, 2016: Your employees' W-2s will be available in the QuickBooks Full Service Payroll Tax Center.

Jan 22, 2016: We'll begin mailing W-2s directly to your employees. All employees and contractors should receive their W-2 or 1099 by Feb 1, 2016.