

# Year-End Calendar

Time to wrap up 2016 and get ready for 2017!

We've created this calendar so you know who does what, and when. Including the last date to run your final 2016 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 2016. Here's to a successful new year in 2017!



## 2016 Year-End Checklist

### Do these things by...

Wednesday Dec 28, 2016 3 PM (PT)

- Submit any final direct deposit checks for 2016.

Saturday Dec 31, 2016

- Submit any final paper checks for 2016. 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 1, 2017:** We'll post your employees' W-2s in your QuickBooks Full Service Payroll Tax Center.

**Jan 20, 2017:** 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.



## 2016 Year-End Calendar

### December 2016

SU	MO	TU	WE	TH	FR	SA
				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 28, 2016 3 PM (PT):** Last date to submit direct deposit checks for 2016. Your employees will be paid on Friday Dec 30, 2016.

**Before Dec 31, 2016:** 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 30, 2016:** Last date to submit and deliver any handwritten checks to employees. This includes regular payroll, unscheduled checks, bonuses, commissions, and so on.

### January 2017

SU	MO	TU	WE	TH	FR	SA
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 5, 2017:** Still need to update an employee address? Jan 6 is the last date to enter any changes to employee info for W-2s.

**Jan 1, 2017:** Your employees' W-2s will be available in the QuickBooks Full Service Payroll Tax Center.

**Jan 20, 2017:** We'll begin mailing W-2s directly to your employees.