

# Year-End Checklist

## Welcome to 2016 Year End!

We've prepared this checklist to help you complete common year-end payroll tasks.

Many of these tasks will appear as reminders on your Home page. For example, when employee W-2 forms are due, we'll add a reminder to your Home page with a due date for completing them.

Be sure to check your reminders carefully during year end and the 2016 year-end info for updates.

Thank you for your business in 2016. Here's to a successful new year in 2017!



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## 2016 Year-End Checklist by Task

### Review and update employee info

- Run reports for year end (Employee Details, Payroll Details, Wage and Tax Summary).
- Confirm employee social security numbers, legal name, and current address.
- Make sure all employee paychecks have been reported (handwritten, termination, commission, and bonus checks).
- Verify employee wage and benefits are correct.
- Review sick and vacation policy settings; confirm sick and vacation hours used.
- Review local tax rates and settings.

### Run final payroll of 2016

- Check direct deposit deadlines for final paychecks and bonuses.
- Include final payments for fringe benefits, commissions, and contributions.

### Order year-end supplies

- Order W-2 perforated forms and envelopes. ([intuitmarket.com/QBOPHW2YEC](http://intuitmarket.com/QBOPHW2YEC))
- Order 2017 labor law compliance posters. ([intuitmarket.com/getincompliance](http://intuitmarket.com/getincompliance))

### Prepare for the 2017 tax year

- Update state unemployment insurance (SUI) rates effective Jan 2017.
- Review and update any federal or state deposit schedule changes.
- Ask employees to review and update W-4 and state withholding forms.

### Prepare and file payroll tax forms and payments

- Jan 31, 2017: Last date to distribute employee W-2s.
- Jan 31, 2017: Last date to file employees' printed W-2s. (If you're e-filing, we recommend that you submit forms by Jan 30, 2017 so they can be processed by the new IRS due date on Jan 31, 2017.)  
  
Before you file Form 940: Review and record all state unemployment insurance (SUI) payments.
- Jan 31, 2017: File other federal forms like 941 or 940.
- File state forms. (Form names and due dates vary by state.)



# 2016 Year-End Checklist by Date

## 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 8, 2016 (Recommended):** Check direct deposit submission and payroll dates.

**Dec 28, 2016 5 PM (PT):** Last date to submit direct deposit checks for 2016.

Before year end: Confirm each employee’s social security number, name, and address.

Before year end: Record all paychecks including handwritten, termination, unscheduled, commissions, and bonuses.

Before year end: Check your mail for SUI rate or deposit schedule notices.

## 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				

Before first payroll: Update state unemployment insurance (SUI) rates effective Jan 1, 2017.

Before first payroll: Ask employees to submit new W-4 forms for status/withholding changes.

Before filing Form 940: Record all SUI payments. Due dates vary by state: File annual state forms.

**Jan 31, 2017:** Last date to distribute W-2s to employees.

**Jan 31, 2017:** File other federal forms including 940/941.

**Jan 31, 2017:** Last date to file employees’ printed W-2s. (If you’re e-filing, we recommend that you submit forms by **Jan 30, 2017** so they can be processed by the new IRS due date on Jan 31, 2017.)

### IMPORTANT

In mid-January, we start sending W-2 information in batches to the agency. For e-filing to the IRS, forms are due before or by **Jan 31, 2017**.