

# Year-End Checklist

## Welcome to 2013 Year End!

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

Many of these tasks will appear as items on your To Do list.

For example, when employee W-2 forms are due, we'll add an item to your To Do list with a due date for completing them.

Be sure to check your To Do list carefully during year end and the 2013 year-end info for updates.

Thank you for your business in 2013. Here's to a successful new year in 2014!



[Show me the checklist by task](#)



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## 2013 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 2013

- ☐ 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/iopw2](http://intuitmarket.com/iopw2))
- ☐ Order 2014 labor law compliance posters. ([intuitmarket.com/getincompliance](http://intuitmarket.com/getincompliance))

### Prepare for the 2014 tax year

- ☐ Update state unemployment insurance (SUI) rates effective Jan 2014.
- ☐ 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, 2014: Last date to distribute employee W-2 and contractor 1099-MISC forms.
- ☐ Feb 28, 2014: Last date to file employees' printed W-2s and contractor 1099-MISC forms with the agency. (For e-filing, W-2s are due by Apr 1, 2014 and 1099-MISC forms by Mar 31, 2014.)
- ☐ Before you file Form 940: Review and record all state unemployment insurance (SUI) payments.
- ☐ Jan 31, 2014: File other federal forms like 941 or 940.
- ☐ File state forms. (Form names and due dates vary by state.)

# 2013 Year-End Checklist by Date

## 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 12, 2013 (Recommended): Check direct deposit submission and payroll dates.

Dec 27, 2013 5 PM (PT): Last date to submit direct deposit checks for 2013.

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

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	

Before first payroll: Update state unemployment insurance (SUI) rates effective Jan 1, 2014.

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

Before filing Form 940: Record all SUI payments.

Jan 31, 2014: Last date to distribute W-2s to employees and 1099-MISC forms to contractors.

Jan 31, 2014: File other federal forms including 940/941.

Due dates vary by state: File annual state forms.

## February

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	

Feb 28, 2014: Last date to file employees' printed W-2s and contractor 1099-MISC forms with the agency. (If you are e-filing, W-2 forms are due by Apr 1, 2014 and 1099-MISC forms by Mar 31, 2014.)

### IMPORTANT

In mid-March, we start sending W-2 information in batches to the agency. For e-filing, forms are due by Apr 1, 2014.