

PAYROLL *like a* BOSS

The Ultimate Year-End Payroll Checklist



8 Steps to Close the Year with Confidence

1. Review Employee Information

- ☐ Confirm names, Social Security Numbers, and addresses
- ☐ Review federal and state tax withholdings
- ☐ Ensure proper classification (employee vs. contractor)
- ☐ Verify terminated employee details and payout records

2. Reconcile Year-to-Date Payroll

- ☐ Match internal reports with payroll system totals
- ☐ Reconcile wages, taxes, and deductions
- ☐ Double-check any fringe benefits
- ☐ Verify 941s, 940s, and unemployment filings

3. Prepare Year-End Tax Forms

- ☐ Generate and verify W-2s and 1099s
- ☐ Distribute employee copies by January 31
- ☐ File W-2s with the SSA and 1099-NEC with the IRS
- ☐ Don't forget state-specific filing requirements

4. Plan Bonuses and Special Payrolls

- ☐ Schedule bonus runs early to allow time for processing
- ☐ Apply correct tax rates to supplemental wages
- ☐ Track discretionary & nondiscretionary bonuses
- ☐ Confirm payroll cut-off dates for 2025 tax reporting

5. Review Benefits & Deductions

- ☐ Reconcile HSA, FSA, and 401(k) contributions
- ☐ Confirm imputed income (e.g., life insurance over \$50K)
- ☐ Finalize benefit deduction totals for the year
- ☐ Begin prepping ACA forms (1094/1095)

6. Update for the New Year

- ☐ Upload new tax tables and rates
- ☐ Adjust minimum wage changes where applicable
- ☐ Apply new SUTA and FUTA rates
- ☐ Update the payroll calendar for 2025
- ☐ Communicate PTO rollover or resets

7. Communicate with Employees

- ☐ Notify employees of W-2 access and deadlines
- ☐ Encourage reviews of pay stubs and personal info
- ☐ Provide bonus timelines and expectations
- ☐ Offer year-end FAQs or office hour support

8. Call Willory

You don't have to tackle year-end payroll on your own.

Willory's payroll experts are here to offer last-minute help, system guidance, or a complete long-term payroll solution.

CONTACT US



1.855.WILLORY



info@willory.com