



## 2021 HR & PAYROLL

# Year-End Checklist

- Verify the employer data, such as the company address that is used in processing your quarterly tax reports.
- Review the employee data for accuracy and completion: address, state and local tax setups, and social security numbers.
- Determine amounts to be reported and tax to be withheld for employee taxable fringe benefits, and submit before last processing of the year.
- Audit third-party sick payments made to your employees in 2021 and record in the payroll system before end of the year.
- Verify 2022 processing calendar is accurate and schedule any bonus payments for the remainder of 2021.
- Request any special reports needed for year-end.
- Remind employees to complete a new W-4, if necessary.
- Confirm that all “manual” checks written during the year and any voided paychecks have been recorded in the system.
- Once you receive the employer’s state unemployment tax rate for the upcoming year, send the information to CBIZ. (Email: [cbizpayrolltax@cbiz.com](mailto:cbizpayrolltax@cbiz.com) | Fax: 540-343-5279 | Mailing Address: 2797 Frontage Road NW, Suite 2000, Roanoke, VA 24017)

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