



## YEAR END CHECKLIST

### Human Resources

- Verify home address for all employees.
- Reconcile all vacation/sick and/or Paid Time off balances for year-end payout or carryover if applicable.
- Move current year terminated personnel files to storage.
- Remind employees to file an amended W-4 if there has been a change in their filing status, exemptions, etc.

### Payroll

- Reconcile manual checks to annual totals.
- Send reminder to employees to verify social security number and address on pay stubs.
- Review taxable fringe benefits that must be posted into payroll for W2 reporting.
- Capture all information (ex: personal use of company car, relocation, bonuses, etc.).
- Check third party sick pay (short or long term disability) postings to make sure you have captured all information required.
- Create a list of outstanding checks to insure you comply with your State Escheat Laws (unclaimed property).

### Benefits

- Verify current employee and accurate dependent coverage.
- Distribute new health/dental insurance cards.
- Compile Census information for retirement plan testing (highly compensated).
- Review list of which employees have life insurance over \$50,000 to report taxable income for taxable group term life insurance.
- Verify Flexible Spending Account balances to confirm that employees will have total amount deducted by end of calendar year.

**Legal Disclaimer:** *The Year-end Checklist is intended for informational purposes only, and does not constitute legal information or advice. This information and all HR Support Center materials are provided in consultation with federal and state statutes, and do not encompass other regulations that may exist, such as local ordinances. Transmission of documents or information through the HR Support Center does not create an attorney-client relationship. If you are seeking legal advice, you are encouraged to consult an attorney.*



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