# End of Year Payroll Checklist

Please fill out the following year-end checklist and return to Checkright by fax at (804) 716-2387 or email to payroll@checkright.net by Friday, December 9th.

### 2012 Updated Poster Set with New Labor Act & State Included (circle appropriate)
- o  Yes   No   Will your company  purchase the 2012 combined state and federal poster to be delivered with W-2's for $20?

### Holiday Bonuses (circle appropriate response)
- o  Yes   No   Will your company  pay Holiday bonuses in December? If the answer is no, proceed to the next section.
- o  Yes   No   Will you include the bonuses in a regularly scheduled pay run?
- o  Gross   Net   Will your bonuses be for a gross amount that taxes are then taken out of or for a net amount (e.g. give employee $100 exactly)? Net checks require a separate pay run from a normal payroll.
- o  What date would you like to be on the bonus checks?_____

### Special Year-End Situations (circle answer)
- o  Yes   No   Will your company have year-end fringe benefits to include with payroll like Life Insurance benefit in excess of $50,000 (Life), Personal Use of Company Car (PUCC), More than 2% Owner of S Corp Health Insurance (2% Health), or Other? If Yes, circle which one(s).
- o  Yes   No   Will your company have 3rd Party Sick Pay for the 4th Quarter or any other unreported Quarters in 2011?
- o  Yes   No   Will your owners/officers have special year end pay that is more than 2 times the gross of their regular pay amount?

### W2's (Please make one choice below.)
- o  This is my choice.     I would like for Checkright to mail my W2's directly to my employees for $30 base charge plus $5 per W2.
- o  This is my choice.     I would like to distribute my W2's directly to my employees myself for $30 base charge plus $4 per W2.

### 1099's (Please make one choice below.)
- o  This is my choice.   I would like for Checkright to process 1099 forms for our vendors and subcontractors for $30 base charge plus $4 or $5 per 1099.
- o  This is my choice.   I will not need this service.