



2019 Payroll Year End Checklist

Payroll Year End Task	Deadline	Completed?
Order new W-4s for 2020	12/31/2019	
Order new W-2s for 2020	12/31/2019	
Confirm Employee's Information - Ask employees to review their name, address, Social Security Number and Form W-4.	12/31/2019	
Review Accuracy of Payroll	12/31/2019	
Confirm Federal taxation and paid family leave benefits or other benefits	12/31/2019	
Review Accounts Payable	12/31/2019	
Bank Reconciliation - Check if there are outstanding checks	12/31/2019	
Review Affordable Care Act report	1/31/2020	
Furnish your employees' W-2 Forms	1/31/2020	
Furnish your employees' 1095 C Schedules	1/31/2020	
File Form 1099-MISC , Box 7 amount for non-employee compensation	1/31/2020	
File Form 940	1/31/2020	
File Form 941	1/31/2020	
File Form 8922	1/31/2020	
File Form 1042-S	3/15/2020	
File Forms 1094-C and 1095-C	3/31/2020	