



ANNUAL PAYROLL REPORTING CHECKLIST

Please bring the following documents.

Business Information

- Legal business name/DBA
- Structure
- Federal EIN / State Tax ID
- State unemployment account numbers
- Payroll contact info

Employee Information

- Updated employee list
- Name/SSN/address
- Status changes
- Pay rates/hours
- W-4 forms
- PTO/vacation/sick adjustments

Payroll Records

- Year payroll history
- Tax withheld (federal/state/local)
- Benefits deductions
- Garnishments
- Bonuses/commissions/other payments

Year-End Forms

- Form W-2 for all employees
- Form W-3
- Form 940
- Form 941 or 944
- State annual payroll reports

Reconciliation & Verification

- Reconcile totals with general ledger
- Verify wages, taxes, employer contributions



- Confirm W-2s before filing
- Correct discrepancies

Filing & Distribution

- Submit federal forms
- Submit state forms
- Distribute W-2s
- Keep copies for compliance

Additional Notes

- Multi-state reporting
- Special payroll situations
- Deadlines and extensions
- Notes for next year planning