


2024 YEAR- END GUIDE

IMPORTANT YEAR-END REMINDER CHECKLIST

Please utilize this checklist to ensure that you have taken all necessary steps for successful 2024 Year-End Filing. More details regarding each item can be found in the full Important Year-end Reminders Checklist in the Resources section.

- Employee demographic information reviewed and updated as applicable
- Confirmed employer address is correct for the delivery of W2s
- Sent Checkwriters year-to-date Third-Party Sick Payments
- All Fringe posted and/or sent to Client Support Team
- Notified Checkwriters of any state paid family medical leave plan changes by 12/13/24
- Reviewed and updated applicable employees for the 2025 minimum wage increases
- All manual checks/postings recorded
- Any applicable checks/postings have been voided
- Confirmed all tax registrations (if applicable) have been sent to Checkwriters
- Employer Health Care Costs (ERHCC) have posted
- Employer & Employee Health Savings Account (HSA) contributions posted
- 1099's payments posted
- Affordable Care Act (ACA) records have been reviewed and submitted
- Reviewed Earning/Deduction codes W2 boxes
- Added Holidays for the upcoming year (if you utilize the time off calendar)

NOVEMBER 2024

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11 Holiday - Banks CLOSED	12	13	14	15 Verify Employee and Employer Info for Year-end Filing(s)	16
17	18	19	20	21	22 Notify Checkwriters if we are filing / preparing 1099s	23
24	25	26	27	28 Holiday - Banks + Checkwriters CLOSED 	29 Checkwriters providing limited phone support 9am - 3pm EST	30

ACTION ITEMS:

Verify Employee and Employer Information

For year-end filings, it is imperative to confirm that all employee and employer information is accurate and up to date prior to December 31st. Please utilize the employee and employer verification checklists located in the Resources section.

Contact Third Party Sick Pay Providers

Third Party Sick payment (3PSP) reports are provided to you from your insurance carrier, typically on a monthly or quarterly basis.

This would include any payments for:

- Short Term Disability (STD)
- Long Term Disability (LTD)
- Employers with private plans for those states with paid family medical leave plans (PFML)

If your company is responsible for reporting 3PSP on W2s, you must provide the report from your insurance carrier to Checkwriters. **Check now with your insurance carrier if you are responsible for reporting 3PSP on the W2(s).** If you are responsible, **immediately forward all 3PSP activity to Checkwriters.** This will help to eliminate W2 corrections and delays.

If any of your employees will receive 3PSP in December, please notify Client Support by 12/20/2024

TIPS:

Begin Processing Payroll 1 to 2 Days Early

Clients who receive paper deliveries are strongly encouraged to begin processing payroll 1 to 2 business days earlier than usual from November to January to allow extra time to offset potential delivery delays.

NEED TO KNOW:

November 11th - Veterans Day - Banks CLOSED

Checkwriters has moved all Monday, 11/11 check dates to Friday, 11/8. Consider processing payroll 1 to 2 business days earlier than usual to avoid potential delivery delays.

November 28th - Thanksgiving Day - Checkwriters/Bank Holiday

Checkwriters has moved all Thursday, 11/28 check dates to Wednesday, 11/27. Consider processing payroll 1 to 2 business days earlier than usual to avoid potential delivery delays.

November 29th - "Black Friday"

Checkwriters will provide limited phone support from 9 AM to 3 PM EST. No on-site client visits/pick-ups permitted.

RESOURCES:

[Employee Information Verification Checklist](#)

[Employer Information Verification Checklist](#)

[Fringe Benefits Form](#)

[Important Year-end Reminder Checklist](#)

DECEMBER 2024

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6 All YTD 3PSP should be posted	7
8	9	10	11	12	13 Notify Checkwriters of any state paid family medical leave changes	14
15	16	17	18	19	20 Notify Checkwriters if employees are receiving 3PSP in December	21
22	23	24	25  Holiday - Banks and Checkwriters Closed	26	27 Last day to process 2024 payroll and adjustments*	28
29	30	31 Last day to make 2024 W-2 changes* and post 1099 payments	NOTES: Dec 27th - *Last day to process payroll adjustments to allow time to review before December 31st, 2024. Dec 31st - *Last day to post and make any W2 changes without amendments, W2c's, and incurring correction fees.			

DECEMBER 2024



ACTION ITEMS:

Notify Checkwriters of Paid Family Leave Changes by 12/13/24

States are actively implementing Paid Leave Laws, some of which allow employers to choose a private plan option or adjust their contribution responsibilities each year. If you have any updates to your paid family medical leave plan for 2025, please inform Checkwriters as soon as possible before the **December 13, 2024** deadline. If you have a private plan for your paid leave and are not adhering to state rates, please complete the Paid Family and Medical Leave Data form found in the resources section below. Failure to submit the form by December 13, 2024, will result in your paid leave rates defaulting to the state rates effective **January 1, 2025**.

Contact Third Party Sick Pay Providers

Be proactive and contact your third-party sick pay provider and request a year-to-date summary to avoid delays and corrections. All 3PSP from January through November should be posted by now. **Notify Client Support of employees receiving payments in December 2024 by **December 20, 2024****

Post Fringe Benefits before 12/27/24

S-Corp health insurance, auto allowances, group term life (GTL), employer health care cost (ERHCC), employer health savings account contributions (ER HSA), deferred compensation, moving expenses, etc. Please see the fringe benefits form in the Resources section of the guide. Fringe must be posted by **December 27, 2024** to avoid any amendments and W2c's.

Verify Tax Information by 12/27/24

Tax notices - federal, state, and local - should always be immediately emailed to the Checkwriters Tax Department at: **TaxDepartment@Checkwriters.com** or faxed to **877-268-3110**. The most common types of notices at year-end include Unemployment Rate Updates and Tax Deposit Frequency changes. If you have employees who have moved into a new state, verify that you have completed the state registrations and forwarded the information to the Checkwriters Tax Department. It is also important to verify that you are registered for all your state and local tax jurisdictions.

Post 1099s by 12/29/24

Checkwriters will continue to process and file 1099s if we have done so in prior years. If you recently started paying 1099 payments and would like Checkwriters to generate your 1099s, please notify Client Support by **December 29, 2024**. Corrections and postings after this deadline will incur additional fees.

Note: 1099 MISC/NECs are processed electronically federally and on the state level where required.



NEED TO KNOW:

December 25th - Christmas Day - Checkwriters/Bank Holiday

Checkwriters has moved all Wednesday, 12/25 check dates to Tuesday, 12/24. Consider processing payroll 1 to 2 business days earlier than usual to avoid potential delivery delays.

Consider Bonus Payrolls

The IRS requires Next Day tax deposits when your federal tax liability exceeds \$100,000 for a given pay date. If this situation occurs, the following will be required:

- If you continue to process payroll two business days prior to the check date, the total payroll liability will need to be wired to Checkwriters no later than 12:00 pm EST the day prior to your check date.
- If you wish to maintain the standard ACH funding procedure, your payroll must be processed at least 5 business days prior to the check date.

Follow this **guide** to help determine what your federal tax liability will be prior to processing payroll. Contact Client Support for further assistance.

Enter Manual and Voided Checks into Checkwriters

It is important to properly record any employee payments that were made outside of the payroll system and need to be reported on employee W2(s). These items should be entered into the payroll system as a "manual check." Failure to make these adjustments is the leading cause of delayed employee W2 forms and correction fees.



RESOURCES:

[Employee Information Verification Checklist](#)

[Employer Information Verification Checklist](#)

[Fringe Benefits Form](#)

[Important Year-end Reminder Checklist](#)

[Paid Family and Medical Leave Data Form](#)

[2025 Minimum Wage Guide](#)

JANUARY 2025

SUN	MON	TUE	WED	THU	FRI	SAT
			1  Holiday - Banks and Checkwriters Closed	2	3	4
5	6	7	8 Last day to make 1099 changes without corrected returns/fees	9	10 Last day to submit ACA data	11
12	13	14	15	16	17 Quarter 4 Tax packages available in the report vault	18
19	20 Holiday - Banks CLOSED	21	22	23	24	25
26	27 W2 & 1099 packages shipped to employers	28	29	30	31 Deadline for employers to postmark or distribute W2 and 1099 forms	

JANUARY 2025

ACTION ITEMS:

Update Employees for 2025 Minimum Wage Increases

Please see the 2025 minimum wage guide in the Resources section for more information by state.

Finalize ACA Records by 1/10/25

If you are an Applicable Large Employer (ALE), during the prior calendar year (2023), and you employed at least 50 full-time or full-time equivalent employees, you are subject to the Employer Shared Responsibility provisions of the Affordable Care Act (ACA):

Affordable Care Act Tax Provisions

Companies with a common owner, or that are otherwise related under certain IRS rules, are generally combined, and treated as a single employer for determining if they are an Applicable Large Employer (ALE) and subject to ACA:

ACA Information Center for Applicable Large Employers (ALEs)

Checkwriters has set **January 10, 2025** as the deadline to validate and submit your ACA records. ACA Form 1095-Cs will be printed and delivered to employers by Mid-February 2025 and must then be distributed to your employees by **March 2, 2025**, per IRS regulations. ACA Form 1094-C will be submitted to the IRS electronically.

It is important that you start this process as soon as possible, especially with regards to your Cost and Compliance record(s). Please see this **ACA Maintenance Steps guide** to help assist you.

Please contact our ACA Team with any questions:

ACATeam@Checkwriters.com

NEED TO KNOW:

January 8th - 1099 Change Deadline

Last day to make changes to 1099(s) without corrected returns and additional fees.

January 10th - ACA Data Deadline

See Action Items for detailed information regarding ACA records.

January 17th - Quarter 4 Tax Packages Available Online

January 20th - Martin Luther King Jr. Day - Bank Holiday

Checkwriters has moved all Monday, 1/20 check dates to Friday, 1/17. Consider processing payroll 1 to 2 days in advance to avoid potential delivery delays.

January 27th - W2 & 1099 Packages Shipped to Employers

January 31st - Employer W2 and 1099 Deadline

Deadline for employers to postmark or distribute for W2 and 1099 for employees and contractors.

RESOURCES:

Year End Pricing (see next page)

2025 Minimum Wage Guide

YEAR-END PRICING

Year-End Item	Base Charge	Per Item
Employee W2s	\$70.00	\$7.40 per employee
Individual 1099s	\$70.00	\$7.40 per form
UPS/FedEx Ground	\$18.00 minimum (based on location)	NA
US Mail	\$8.00 minimum (based on location)	NA
Amended Returns and W2c's	\$100.00 per return (+ cost of adjustment payroll)	NA
W2 or 1095-C Reprint	NA	\$30.00 per form
NSF banking fees or returned banking items	NA	\$90.00 per item
ACA module (1095s)	\$70.00	\$7.40 per employee

** PLEASE NOTE - Failure to submit information by deadlines can incur reprocessing fees for Quarterly/W2/1099 filings **



Thank you!

Please contact the Client Support
Team with any questions!

(888) 243-2555

support@checkwriters.com