

# Year-End Employer Information Verification Checklist

## VERIFICATION

Provide the [Year-End Employee Information Verification Checklist](#) to your employees to verify their personal information using Employee Self-Service (ESS) or their most recent pay stub.

Verify Federal Employer Identification Number (FEIN), State, Local Tax ID(s).  
*You can find this information by reviewing your most recent Payroll Summary Report.*

## WAGE AND INFORMATION REPORTING

Verify all employee compensation is reported for the current tax year:

Bonuses

Fringe Benefits

Third-Party Sick Pay

Gather and report Fringe Benefit information by **12/27/2024**.

Report any manual and/or voided checks that were processed in-house by **12/27/2024**.

Send third-party sick pay reports as soon as received, no later than **12/27/2024**.

Forward 2025 tax rate and deposit notices from Federal, State, and Local tax agencies.

Gather Affordable Care Act information; validation is due on **1/10/2025**.

## STREAMLINE YEAR-END

Did you know you can receive electronic reports and pay stubs? Checkwriters has an employee Self-Service (ESS) portal so active employees can retrieve their pay stubs and W2 copies 24/7.

Utilizing this feature would eliminate your delivery fee each payroll and avoid delivery delays that are likely to occur during the holiday season.

Gather your employee's emails addresses and contact Client Support to get Employee Self-Service set up!