

# Dominion YEAR-END CHECKLIST

Please review upcoming holidays to ensure all special holiday processing times and dates are taken into consideration for direct deposits, checks and payroll reports.

## Fourth Quarter

Review year-end resources provided by Dominion

Dominion Alerts (*located on your home screen in Dominion*)

Help Site (*various year-end resources are available on this site*)

Verify who will be printing your W2s and ACA 1095s

Contact Dominion if you would like them to print your 1099s\*

*\*Dominion does not prepare or file Forms 1096 or 945*

Provide instructions to employees for how they can consent to receive W-2s and 1095s online

Remind employees to submit a new Form W-4 if their marital status or withholding allowances have changed, or will change, for the next year

*\*IRS guidelines state employers should do this by December 1st*

Collect new Form W-4s from employees claiming exemption from income tax withholding in order for them to keep their exempt status

*\*IRS guidelines state that employees must provide their new Form W-4s to their employer before February 15th in order to remain exempt*

Contact Dominion if you need to report ER paid health on W2s

Review PTO policy/policies; contact Dominion to make changes in Time Off

Add holidays for the next year

Contact Dominion to add in any new earnings or deductions that will be needed for next year

Complete W2 employee information audits

Complete ACA 1095 and 1094 forms

Schedule bonus/special payroll and verify processing cut-off times

*\*Any special payrolls, such as bonus or adjustments, for the calendar year must be entered and processed with a check date no later than December 31 of the same calendar year. Contact Dominion if you have questions about the cut-off times for processing these payrolls.*

## ***Before Processing the Last Payroll of the Calendar Year***

Enter all adjustments into payroll

Mark your last payroll of the year as 'Last of the Month, Quarter and Year' on the *Payroll > Control* screen



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## First Quarter of the New Calendar Year

### ***Before Processing the First Payroll of the New Year***

- Provide IRS tax notices to Dominion in a timely manner
- Review employee setup to ensure any changes to or new earnings or deductions are applied
- Confirm PTO changes have been implemented, if any
- Review the IRS rates and limits for the new year

### ***Prior to Releasing W2s to Employees***

- Complete a final audit of employee W2 information
- Reconcile forms 941 (or Form 944) with forms W2 and W3 totals report
  - \*IRS Publication 15 can be referenced for questions on how to reconcile these forms*
- Review, approve, and release W2s electronically to those that consented to receive W2s online

### ***January 16th***

- Change tax status and exemptions for employees who claimed exempt on Form W-4 for previous year, and did not complete a new Form W-4 for the new year

*\*IRS Publication 15 can be referenced for questions*