

# Year-End Payroll Processing Checklist

## TOP Tasks to Complete by December 31st

- Submit W-2 Delivery Preference Form\*
- Review and return W-2 Edit List\* with updates
- Notify ASAP of special payroll (bonus) runs
- If S corp, provide shareholder amounts to ASAP (health premiums and personal use of company car)



*\*Please submit forms online at [www.businessasap.com/year-end](http://www.businessasap.com/year-end). You can also send items securely via ShareFile (accessed from our website) or drop them off at our offices. Non-sensitive information can be faxed to (970) 728-6848.*

## Additional Tasks to Close-Out 2018 and Jumpstart 2019



- Send 2019 SUI/SUTA Rate Change Notice to ASAP
- Send IRS/State Filing Frequency Change Notice to ASAP
- Order and display updated Labor Law Posters
- Review 2019 payroll schedule and send changes to ASAP
- Ask employees to update W-4 info (exempt employees must re-complete)
- Notify ASAP of benefit changes

## Office Holiday Closures and Deadlines

### Monday, December 24, 2018

Christmas Eve (ASAP Closing Early)

### Tuesday, December 25, 2018

Christmas Holiday (ASAP Closed)

### Monday, December 31, 2018

Final day to submit updates for W-2 forms

### Tuesday, January 1, 2019

New Year's Day (ASAP Closed)

### January 15, 2019

Data submission deadline for ASAP's 1099 Processing Services – learn more at [www.businessasap.com/1099-processing-services](http://www.businessasap.com/1099-processing-services)

### January 31, 2019

Final day to furnish W-2 Forms  
Final day to furnish 1099 Forms

*To guarantee direct deposits, allow 2 business days!*

## QUESTIONS?

- Visit [www.businessasap.com/year-end](http://www.businessasap.com/year-end)
- Email [payroll@businessasap.com](mailto:payroll@businessasap.com)
- Call Us - 877-728-6777

## 2019 Colorado Minimum Wage

**Standard: \$11.10/hr**

**Tipped: \$8.08/hr**