

Year-End Preparation Checklist

Before Last Payroll of 2024

- Confirm the accuracy of employee names, addresses and Social Security numbers. If you would like a W-2 audit report, please ask your CSR.
- Verify the accuracy of all tax identification numbers. These can be obtained from your third-quarter tax packages.
- Ensure that all manual checks as well as any voided/reversed checks have been processed.
- Verify that all year-end adjustments have been processed. This would include manual checks and fringe benefits such as third-party disability payments, group term life insurance, 2% shareholder's scorp health insurance, personal use of company car, employer provided health insurance.
- Verify any applicable wage increases, including any 2025 increases to minimum wage.
- Check for excess contributions to qualified plans (401(k); 403(b), and SIMPLE plans). This is especially important for highly compensated employees.
- If you will be issuing bonuses, please complete the bonus worksheet and submit in advance to your CSR.
- The bonus worksheet can be found on our website or provided by your CSR. Processing large payroll liabilities may require a wire transfer.

Before First Payroll of 2025

- Inform employees of the need to complete a new Form W-4 if their taxing situation has changed.
- Verify your 2025 unemployment tax rate – forward updated SUI/SDI information to Payroll Management as soon as you receive it from the state.
- Make any necessary changes to employee deductions for medical, dental, 401(k), life insurance, etc.
- Verify that any extra taxing or blocked taxes that are no longer desired have been removed.
- Confirm your decision regarding the Maine Paid Family Medical Leave tax with your payroll representative. PMI will automatically assign the tax liability to the employer unless we hear otherwise.

Miscellaneous

- Review holiday processing schedule for Christmas Day and New Year's Day. Payroll Management will be closed on Wednesday, December 25, 2024, in observance of Christmas Day and Wednesday, January 1, 2025 in observance of New Years Day.
- 2024 payroll adjustments must be submitted to Payroll Management as soon as possible. Any adjustments received after December 31, 2024 may result in amendments and possible fees or penalties.*

** Please be advised that clients may be required to submit a Tax Penalty Waiver form for any year-end adjustments.*



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