

NOVEMBER 2019 EMPLOYER CHECK LIST – THINGS YOU NEED TO DO

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	You will receive a W2 Edit List with your payroll closest to Nov 1 st .				1 Get new W4 from Employees claiming Exempt	2
3	4 Watch mail for Disability Notices regarding printing 3PS W2s. Tell them not to print the W2s.	5	6	7	8 If using PayData's benefit tables, make sure the 2020 insurance rates get entered into the system.	9
10	11 Veteran's Day Holiday. Federal Reserve is Closed PayData is Open	12 Verify your call in and/or check date for Thanksgiving.	13	14	15 Notify us if your primary delivery address has changed during the year.	16
17	18 Contact your CPA – Do you need to post any 2% Shareholder Insurance or Taxable Auto?	19	20	21	22	23
24	25	26	27	28 Thanksgiving Day Holiday PayData Closed	29 PayData Closed	30

DECEMBER 2019 EMPLOYER CHECK LIST – THINGS YOU NEED TO DO

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 W2 Edit List Due with changes. Social Security Verification deadline and Record Retention Form Due.	3 Notify CSR if you need PayData to print 1099s. Specify if you want only those over \$600 to print or all regardless of amount.	4	5 Notify CSR of 2020 company changes ex: Ins premiums, TOA, benefit changes, HSA/401k limits.	6 Notify CSR if you need to hold 2019 open for additional payroll postings. Remember 1/3/2020 is the cutoff date.	7
8	9 Verify your call in and/or check date for the Christmas Holiday.	10	11	12	13 VT Healthcare Changes for Q4 due today.	14
15	16 Verify your call in and/or check date for New Year's Day Holiday.	17	18	19 Verify that all voids and manual checks have been posted in 2019.	20	21
22	23	24	25 Christmas Day Holiday PayData Closed	26	27	28
29	30	31 All 2019 payrolls processed after today will result in tax penalties				

JANUARY 2020

EMPLOYER CHECK LIST – THINGS YOU NEED TO DO

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 New Year's Day Holiday PayData Closed	2	3 Last Day to get 2019 Wage and 1099 information to PayData. Last possible deposit date for timely 2019 941 taxes	4 PayData to begin processing 2019 W2s
5	6 Verify your call in and/or check date for Martin Luther King Jr. holiday	7	8 Last Day for 1095 Changes	9	10	11 PayData to begin processing 2019 1095s.
12	13	14	15 PayData to begin shipping 2019 W2s and Quarterlies	16	17	18
19	20 MLK Day Federal Reserve is Closed PayData is Open	21	22	23	24	25
26	27	28	29	30	31 Due date for 941 returns, SSA W2s and providing W2s and 1095s to Employees.	