

NOVEMBER 2021 EMPLOYER CHECKLIST – THINGS YOU NEED TO DO

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 You will receive a W2 Edit List with your payroll closest to Nov 1 st .	2	3	4	5 Get new W4s from Employees claiming Exempt.	6
7	8 Watch mail for Disability Notices regarding printing Third Party Sick W2s. Tell administrators not to print the W2s.	9	10	11 Veteran's Day Holiday Federal Reserve is Closed PayData is Open	12	13
14	15	16 Verify your submission and/or check date for Thanksgiving.	17	18 Provide 2022 insurance rates to PayData if you are using PayData's benefit tables.	19 Notify us if your primary delivery address has changed during the year.	20
21	22 Contact your CPA – Do you need to post any 2% Shareholder Insurance or Taxable Auto?	23	24	25 Thanksgiving Day Holiday PayData Closed	26	27
28	29	30				

DECEMBER 2021 EMPLOYER CHECKLIST – THINGS YOU NEED TO DO

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Notify CSR to schedule any additional or bonus payrolls and to assist with bonus template creation.	2 Notify PayData if you need us to print 1099s. Specify if you want only those over \$600 to print or all regardless of amount.	3 W2 Edit List Due with changes. Go to www.paydata.com and click on Resources, Year End for more information.	4
5	6 Verify your submission and/or check date for the Christmas Holiday.	7	8 Notify CSR of 2022 company changes ex: Ins premiums, TOA, benefit changes, HSA/401k limits.	9	10 Notify CSR if you need to hold 2021 open for additional payroll postings. Remember 1/5/2022 is the cutoff date.	11
12	13 Verify your submission and/or check date for New Year's Day Holiday.	14	15	16 Verify that all voids and manual checks have been posted in 2021.	17 1095 ACA Preview report changes are due for completion.	18
19	20	21	22 VT Healthcare Changes for Q4 due today.	23	24	25
26	27	28	29	30	31 All 2021 payrolls processed after today will result in tax penalties.	

JANUARY 2022

EMPLOYER CHECKLIST – THINGS YOU NEED TO DO

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 PayData to begin processing 2021 W2s.
2	3 Verify your submission and/or check date for Martin Luther King Jr. Holiday.	4	5 Last Day to get 2021 W2, 1099 and/or 1095 information to PayData or amended returns will apply.	6	7	8
9	10	11	12	13	14 PayData to begin shipping 2021 W2s and Quarterlies.	15 PayData to begin processing 2021 1095s.
16	17 MLK Day Holiday Federal Reserve is Closed PayData is Open	18	19	20	21	22
23	24	25	26	27	28	29
30	31 Due date for providing W2s and 1095s to Employees.					