

2020 Quarter-End Check List

Review these items before the end of the current quarter.

Has this Information been **Reported**?

- All in-house payroll** – manual checks issued to employees for the current quarter.
- Voided checks** – employee checks that were issued in the current quarter, but never given to employees.
- Taxable adjustments** – these should be reported with wages so taxes can be correctly calculated and deducted.
- Tax deposits** you made for an amount other than the amount on the deposit notice.
- Third-party sick pay insurance benefits** paid to employees in the current quarter.

Has this Information been **Verified**?

- Identification numbers for state and local agencies on each return
- Employee social security numbers (SSNs) – many quarterly state wage returns require employee SSNs
- 1099 payees' SSNs or taxpayer ID numbers
- Employee names and addresses

For more detailed information, to the the Client Quarter-end Reference Guide at <http://payx.me/tax-filing>

Additional Reminders

Bonus Payrolls

- Bonus checks can be processed with your regular payroll. If a different check date or period-end date is needed, the bonus checks must be processed as a separate payroll.
- You can temporarily override direct deposit on bonus checks so your employees can receive paper bonus checks. Please call your Paychex payroll representative if you need assistance.
- If you are using a 401(k) plan offered through Paychex Retirement Services, we will automatically deduct any 401(k) contributions from the bonus checks of the employees participating in the plan. According to the plan, bonus pay is defined as compensation; therefore, it must have 401(k) contributions deducted, and must be reflected on Forms W-2.

Quarter-End Deadline Date

- The quarter-end deadline date for you to report changes for first quarter 2020 is **Tuesday, March 31, 2020, by 4:00 p.m.** or before your first payroll with an April 2020 check date, **whichever date is earlier.**
- If payroll adjustments are necessary after the quarter-end deadline date, Paychex can reprocess tax returns; however, there is an additional charge and a processing delay. If you anticipate the need for payroll adjustments, contact Paychex immediately so returns can be processed at no additional charge.

First Quarter Outstanding Tax Liability Collection April 20, 2020

- If you have outstanding tax liability due on your Taxpay account for **first quarter 2020**, Paychex will be collecting the funds from your bank account on **Monday, April 20, 2020.**
- Check out the Outstanding Tax Liability Report included in your first quarter tax package to find out if you have an amount due, and how much will be collected.

Paychex local offices and banks will be closed for the Memorial Day on Monday, May 25, 2020.

If you have any questions, contact your Paychex payroll representative.

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