

Company Name: _____

Completed By: _____

Date Requested: _____

Payroll Adjustment Checklist

Please complete this form to assist us in preparing your yearend adjustments

- What types of payroll adjustments does your business have at year end?
GTL _____ FW - Y N
S CORP Officer Health _____ FW - Y N
Auto Allowances _____ FW - Y N
Cell Phone Use _____ FW - Y N
Retirement plan adjustments _____ Company Match _____
Third Party Sick _____
Manual checks written by you (unrecorded) _____
Voids by you, but not recorded in the payroll _____
- Will these adjustments be with your last payroll of the year? _____
(If so, these will need to be sent to us at least one week before your scheduled payroll so that we have time to add the appropriate codes needed)
- It is imperative that we are notified in advance of any yearend adjustments before we run your final payroll for the current year. Once the final payroll dated in the current year has been run, the 4th quarter returns and W2's are printed. If you do not let us know of yearend adjustments – there will be costs involved to run an additional year end payroll and the quarterly reports again.
- **Special Note**