

PayPath™ Year End Checklist

Please complete this checklist and e-mail to support@thepayrollcenter.com or Fax to 888-381-5521

- Verify SSN and Names using SSN Verification Report available in online payroll or by contacting Support.
- Submit Fringe Benefit Amounts for Processing (if applicable)
- Review Payroll Schedule for 2014 available online under Web Reports or by contacting Support
- If you know of employees that will have catchup retirement plan contributions in 2014, please contact us for assistance.
- Vacation, Sick, PTO, etc. balances can be set to carry over or zero out. Indicate (if applicable) what each balance should do on the first payroll of 2014.

Vac	(Circle One)	Carry Over	Zero Out
Sick	(Circle One)	Carry Over	Zero Out
PTO	(Circle One)	Carry Over	Zero Out
Other	(Circle One)	Carry Over	Zero Out
Other	(Circle One)	Carry Over	Zero Out

- Do you have deductions that need limit changes? Specify Below. Limits for retirement plans will be automatically changed. Limits for individual deductions such as garnishments do not apply.

- Forward 3rd party sick pay reports

- Forward all 2014 unemployment rates

- All W-2's will be delivered to your business unless otherwise specified below.

Your Name: _____

Company Name: _____

Company Code: _____

Your Phone #: _____

Signature: _____