

October + November

- Start Verifying Company Information (W-2 delivery address, tax IDs, email address)

- Start Verifying Employee and Contractor Information

- Start Preparing for Affordable Care Act (ACA) Annual Reporting

- Prepare for Veteran's Day Payroll Processing

- Review Employee Classifications to Ensure Compliance

- Start Reviewing Employee Totals and Verifying Earning and Deductions

- Start Processing All Year-End W-2 Adjustments

- Check for Excess Retirement Contributions

- Process All Manual and Voided Checks

- Check to See if You're in a FUTA Credit Reduction State

- Review Third-Party Sick Pay (if applicable)

- Report Fringe Benefits (if applicable)

- Prepare for Thanksgiving Payroll Processing

Notes:

December

- Finish Verifying Employee and Contractor Information

- Finish Reviewing Employee Totals and Verifying Earning and Deductions

- Submit State Unemployment Tax Rate Change Notices

- Review Your Information for ACA Annual Reporting

- Start Preparing Earned Income Tax Credit (EITC) Notifications to Your Employees (if applicable)

- Finish Processing All Year-End W-2 Adjustments

- Finish Processing All Manual and Voided Checks

- Prepare for Christmas Day Payroll Processing

Before December 31, 2021

- Finish Verifying Company Information (W-2 delivery address, tax IDs, email address)

- Check to See What Your FUTA Payment Will Be

- Repayment of Deferred Payroll Taxes

- Process Your Last Payroll for 2021

- Process 2021 Quarter-End and Year-End Reports

- Prepare for New Year's Day Payroll Processing

Notes:

January + February

Before Your First 2022 Payroll

- Review and Update Employee Deductions
- Review and Update Retirement Plan Catch-Up Contributions
- Finish ACA Reporting
- Review State Minimum Wage Changes
- Review SUTA Wage Base Changes

Second Week of January 2022

- Prepare for Martin Luther King, Jr. Day Payroll Processing

End of January 2022

- Communicate with Employees About Their W-2s
- Distribute W-2s and 1099s to Employees and Contractors
- Distribute Forms 1095-C to Employees
- Distribute Earned Income Tax Credit (EITC) Notifications to Employees (if applicable)
- File Your Forms W-2
- File Your Forms 1099
- Pay Your FUTA Invoice

End of February 2022

- File Your Forms 1094-C and 1095-C

About APS

APS has a mission: to make payroll and HR easier. We provide our clients and partners with intuitive technology delivered with personalized service and support. We design our unified solution to simplify workforce management tasks. Process payroll in hours, automate HR workflows, and elevate the employee lifecycle with a single-system platform. We are APS, your workforce partner.

Businesses choose APS as their workforce partner because of our focus on the customer experience. As a result, we continually maintain 98% customer retention and satisfaction rates. For more information on APS and how we can help make payroll and HR easier for your business, visit <https://www.apspayroll.com>.



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