

NOVEMBER 2020 EMPLOYER CHECK LIST – THINGS YOU NEED TO DO

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 You will receive a W2 Edit List with your payroll closest to Nov 1 st .	3	4	5	6 Get new W4s from Employees claiming Exempt.	7
8	9 Watch mail for Disability Notices regarding printing Third Party Sick W2s. Tell administrators not to print the W2s.	10	11 Veteran's Day Holiday Federal Reserve is Closed PayData is Open	12	13	14
15	16	17 Verify your submission and/or check date for Thanksgiving.	18	19 Provide 2021 insurance rates to PayData if you are using PayData's benefit tables.	20 Notify us if your primary delivery address has changed during the year.	21
22	23 Contact your CPA – Do you need to post any 2% Shareholder Insurance or Taxable Auto?	24	25	26 Thanksgiving Day Holiday PayData Closed	27 PayData Closed	28
29	30					

DECEMBER 2020 EMPLOYER CHECK LIST – THINGS YOU NEED TO DO

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Social Security Verification deadline and Record Retention Form Due.	2 Notify CSR to schedule any additional or bonus payrolls and to assist with bonus template creation.	3 Notify PayData if you need us to print 1099s. Specify if you want only those over \$600 to print or all regardless of amount.	4 W2 Edit List Due with changes. Go to www.paydata.com and click on Resources, Year End for more information.	5
6	7 Verify your submission and/or check date for the Christmas Holiday.	8	9 Notify CSR of 2021 company changes ex: Ins premiums, TOA, benefit changes, HSA/401k limits.	10	11 Notify CSR if you need to hold 2020 open for additional payroll postings. Remember 1/6/2021 is the cutoff date.	12
13	14 Verify your submission and/or check date for New Year's Day Holiday.	15	16	17 Verify that all voids and manual checks have been posted in 2020.	18 1095 Preview report changes are due for completion.	19
20	21	22	23 VT Healthcare Changes for Q4 due today.	24	25 Christmas Day Holiday PayData Closed	26
27	28	29	30	31 All 2020 payrolls processed after today will result in tax penalties.		

JANUARY 2021

EMPLOYER CHECK LIST – THINGS YOU NEED TO DO

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 New Year's Day Holiday PayData Closed	2 PayData to begin processing 2020 W2s.
3	4 Verify your submission and/or check date for Martin Luther King Jr. holiday.	5	6 Last Day to get 2020 W2, 1099 and/or 1095 information to PayData or amended returns will apply.	7	8	9
10	11	12	13	14	15 PayData to begin shipping 2020 W2s and Quarterlies.	16 PayData to begin processing 2020 1095s.
17	18 MLK Day Holiday Federal Reserve is Closed PayData is Open	19	20	21	22	23
24	25	26	27	28	29	30/31 Due date for 941 returns, SSA W2s and providing W2s and 1095s to Employees.