W-2 Checklist

1. Finish all payrolls for the current calendar year.

2. Print Monthly Reports for December.

3. Print Quarterly Reports for the 4th Quarter.

4. Print a YTD Register.

5. Build W-2 file. This step makes a copy of the YTD information in your current work in order for new year wages to be recorded. This step should only be done one time.

6. At this point, a payroll for the new calendar year may be run at any time. The W-2 data is safe to come back to at a later date.

7. The YTD Register should then be balanced to the four 941 reports that were filed throughout the year. The information that is reported on the W-2's should balance to the 941's. If it does not, do some work to determine why. Be sure to take into consideration any Café Plan Insurance, Deferred Compensation, State Retirement and any other pre-tax item when trying to balance. Any changes that need to be made will be done in W-2 File Maintenance. A W-2 YTD Register can be printed to reflect any changes that are being made.

8. Once the figures are balanced, print W-2's on paper. You may print them as many times as you need to in order to get the correct information. Check each column and field on the paper copy to ensure that all the correct information is printing. Check for ID#'s, Retirement, Café Plan, etc. Once everything is correct, be sure to exit the W-2 program before printing them on forms. Go back into the W-2 program, line the W-2 forms up in the printer and use the test print option until the forms are lined up. Go back into the W-2 forms up in the printer and use the test print option until the forms are lined up correctly. Print the W-2's and check the totals again for accuracy before handing out the forms to employees.