



Things to do:

During these months you should complete the following:

November:	DUE	DONE
➤ Confirm holiday processing schedule for Thanksgiving week	11/13	_____
➤ Verify Employee addresses and Social Security numbers	11/25	_____
➤ Confirm delivery address for W2s with your Payroll Specialist	11/25	_____
➤ Confirm Employer name to be printed on W2s with your Payroll Specialist	11/25	_____
➤ Review Fringe benefits and check with your CPA or advisor on taxation	11/25	_____
 December:		
➤ Schedule bonus payroll processing with your CSR; please allow 48 hours notice (see fax sheet provided)	12/4	_____
➤ Report fringe benefits to your CSR in writing (see fax sheet provided)	12/11	_____
➤ Confirm holiday processing schedule for holiday, observed Friday Dec 25th (see fax sheet provided)	12/11	_____
➤ Confirm holiday processing schedule for holiday, observed Friday, Jan 1st (see fax sheet provided)	12/18	_____
➤ Remind employees claiming exempt to file a new W-4 for 2010	12/31	_____
➤ Advantage will close all client payroll accounts on Thursday, December 31, 2009 at 11 AM All 2009 payroll information due today.		