

# Year End To Do List

- Verify PCS has all tax ID numbers and that they are accurate
- Verify employee demographic information is correct, i.e. addresses, social security numbers, correct name spelling
- Verify all manual and voided checks have been entered into the payroll system
- Forward any Federal or State filing frequency notices to PCS
- Forward all State Unemployment rate change notices to PCS
- Process any payroll adjustments with PCS before December 31, 2009 to avoid additional fees
- Return Bonus/Adjustment payroll form as soon as possible so it can be added to your payroll schedule
- Please review the payroll processing schedule for the holidays to avoid late direct deposits and deliveries
- Audit Third Party Sick Payments made to your employees during the year 2009
- Review and submit any applicable fringe benefits

If you have any questions regarding these or any other Year End issues, please refer to your Year End Packet or contact your Account Manager at 763-513-5951.