

Payroll Year End Timeline

October: W2 Order Forms will be mailed to you in the next couple of weeks. If you do not receive them, please call 978.851.0088 (C/F Data Forms).

Pay special attention to Year End Tips in this Newsletter, including this Timeline and “How Many W2’s and 1099’s Should I Order?”

By Mid-November:

- Run ETW to see how many W2s you will need and VTT for 1099s.
- Order W2s and 1099s (Use the order form from C/F Data Systems Forms).

For detailed instructions visit the support website (cfdatasupport.com) to review the Year End Procedures.

Documents will be available for both payroll and 1099s in the Year-End section.

All year- end documents will be updated by December 1, 2024.

December:

- Follow the “Preparing for W2s Summary Checklist” included in this newsletter.
- Include insurance or vehicle allowance as part of your employees’ weekly check (Early December).

Before the last week of payroll for the year: Print employee bonus checks.

Before the first week of payroll for the new year:

- You must complete all required Year End Procedures on “Preparing for W2s Summary Checklist” included in this newsletter.
- Run ENI - Inquiry - look up the “Earnings” for yourself. Everything should be ZERO.

January 2025 - First Week:

C/F Data will send out 2024 tax changes.

Follow all instructions accompanying the tax changes.

NOTE: Form 1095-C runs independently of W2s and may be started at any time during the Year-End process.

Before January 31, 2024: Print W2s and 1099s