

Year end payroll reminders



Issuing holiday bonuses?

- We appreciate 72 hours notice to process
- Indicate if amounts are gross (before tax) or net (after tax)



Gifts for hardworking staff?

- Bonuses, gift cards, cash gifts, personal use of company vehicle are all **taxable wages**
- Provide a list to your payroll specialist to include them on W-2s



REVIEW

Encourage your employees to review.....

- Address - is it up to date for their W-2?
- Federal and state withholding allowances



Looking ahead

- Notify us of any changes to benefit amounts or pay rates
- W-2s will be available electronically mid-January and paper copies will be mailed by January 31, 2025



Dunning office hours

- Closed 12PM Tuesday, December 24, 2024
- Closed Wednesday, December 25, 2024
- Closed Wednesday, January 1, 2025

Happy Holidays from our team to yours!