

# CLN Consulting Associates, LLC

## 2021 Year End Checklist

### By December 1, 2021 (Payroll Related)

Remind employees on or before today that they need to change Federal Income Tax Withholding (FITW) because of a change in filing status (marriage, divorce, birth, adoption, child turning 21, etc.) and to file a new W-4.

Direct any employees who mention too little or too much withholding to the [IRS FITW Estimator](#)

Verify that paycheck name matches the W-4 and the SSN matches the SS card. Request a new W-4 for 2022 if needed.

Consider using the IRS Business Services Online [SSN VERIFICATION SERVICE](#)

Verify that employee addresses are correct and/or that email addresses are correct for electronic delivery (Delivery should be all electronic or all paper)

Review 2021 paychecks outstanding for more than two pay periods so you have time to void and reissue before 2021 W-2s are given to employees and filed with the SSA

If employees who claimed exempt from FITW in 2021 have not submitted a 2022 W-4, withhold as though single with no adjustments.

### By December 31st, 2021

Review all Accounts Receivable and ensure that amounts represented are real and payments are expected in the near future

Review all Accounts Payable and ensure that amounts represented are real and that all payments are expected to be paid in the near future

Make sure to notify your bookkeeper or accountant of any significant asset purchases or changes in 2021

Make sure to notify your bookkeeper or accountant of any changes in financial obligations in 2021

### By January 1, 2022

Ensure that all new W-4's are entered before the first 2022 wage payment