

# YEAR END ADMINISTRATOR CHECKLIST

## New This Year!

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Each company has a **2025 Year-End Additions/Adjustments** supplemental payroll added dated 12/31/2025 that can be used to enter in any last-minute checks or adjustments to be included on the 2025 W2. This payroll must be finalized by 12/29/2025 by no later than 1:00 pm PST. If you do not wish to use this payroll, you can send an email to [IBSsupport@ibspayroll.com](mailto:IBSsupport@ibspayroll.com) asking for us to remove it or you can delete the payroll yourself by following [this video](#)!

## [YouTube - Year End Administrator Prep](#)

## Prior To Processing Your Last Payroll of 2025:

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### Employee & Company Information

- ☐ Verify Employee names and Social Security numbers are correct, including employees terminated in 2025
- ☐ Confirm you have current employee addresses, including employees terminated in 2025, for W2 purposes (\*must be entered into the system no later than 12/31 to reroute the W2 mailings)

**Note:** go to Reports > My Saved Reports and filter for the **W2 Address Verification** report in the Saved as Name column. Before reviewing, change the Tax Year to **2025**.

- ☐ Utilize the **W2 Address Verification** report to verify W2 specific information such as Wages, Taxes, Retirement Plan flag, box 10, 12 and 14 items
- ☐ Check that your company name, Tax ID #s and address were correct on the Q3 tax package Documents: ([YouTube - Downloading Quarterly Tax Returns](#))
- ☐ Prior to your last 2025 payroll, send any changes to [IBSsupport@ibspayroll.com](mailto:IBSsupport@ibspayroll.com)

### Payroll & W2 Inclusions

- ☐ Verify you have processed the following information **before or with your last payroll with a 2025 Pay Date:**
    - ☐ Manual & Voided Checks
    - ☐ S Corp Health / Officers Medical
    - ☐ Group Term Life / Excess Life
    - ☐ Personal Use of Auto / Company Vehicle / PUCC
    - ☐ Other Taxable Fringe Benefits / Non-Cash Benefits / Imputed Income
    - ☐ Third Party Sick Pay Wages
- Note:** reach out to benefit administrators in early December to request that you receive final benefit statements early so you can record prior to your last payroll of the year
- ☐ Other Compensation, Bonuses
  - ☐ ER + EE Medical Cost on W2, if applicable (>250 Employees in 2024)

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## Important Notes & Reminders

All adjustments noted above, including manual/handwritten checks, must be recorded in a payroll with a 2025 Pay Date to be included on the 2025 W2's.

**Payrolls must be processed no later than 1:00pm two banking days prior to the Pay Date/Check Date.**

To schedule your year-end payroll runs, please complete, and send the **Supplemental Payroll Request Form** to [IBSsupport@ibspayroll.com](mailto:IBSsupport@ibspayroll.com) **at least 5 business days prior** to the day you will be submitting/finalizing. If you have questions when completing the form, please call 707-586-4300 for payroll assistance. The form can be downloaded in WebHCM via [My Info > Help > Download Documentation](#).

If you have adjustments to record in 2025 after your last scheduled payroll for the year, please use the supplemental payroll labeled **2025 Year-End Additions/Adjustments 12/31/2025** or contact Innovative to assist you in adding another payroll.

## Employer Tax Information

- ☐ Send ALL tax rate notices to [IBSsupport@ibspayroll.com](mailto:IBSsupport@ibspayroll.com)
- ☐ Always forward tax agency deposit change notifications to [IBSsupport@ibspayroll.com](mailto:IBSsupport@ibspayroll.com)
- ☐ Notify Innovative Business Solutions if you need to delete or add any state tax jurisdictions for the new year

## Holiday Reminders

**It is very important that you carefully check that your Pay Date is correct before you start processing payroll. Payrolls must be processed no later than 1:00pm two banking days prior to the Pay Date/Check Date.**

Please send an email to [IBSsupport@ibspayroll.com](mailto:IBSsupport@ibspayroll.com) if you plan to adjust your payroll processing date or pay date due to the holidays (prior to starting payroll processing).

DECEMBER - 2025						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY - 2026						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Pay Date	Finalize Deadline
December 24 <sup>th</sup> (Wednesday)	December 22 <sup>nd</sup> by 1:00 pm
December 26 <sup>th</sup> (Friday)	December 23 <sup>rd</sup> by 1:00 pm
December 29 <sup>th</sup> (Monday)	<b>December 24<sup>th</sup> by 9:00 am</b>
December 31 <sup>st</sup> (Wednesday)	December 29 <sup>th</sup> by 1:00 pm
January 2 <sup>nd</sup> (Friday)	December 30 <sup>th</sup> by 1:00 pm
January 5 <sup>th</sup> (Monday)	<b>December 31<sup>st</sup> by 11:00 am</b>

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**December 25<sup>th</sup>:** Innovative Business Solutions will be **CLOSED**. **No outgoing ACH files will be sent on 12/25.**

*If your pay date falls on **December 26<sup>th</sup>**, and your employees have direct deposit: For the direct deposits to settle into the employee bank accounts on the designated Pay Date, payroll will need to be finalized no later than 1:00 p.m. on **Tuesday, December 23<sup>rd</sup>**.*

*If your pay date falls on **December 29<sup>th</sup>**, and your employees have direct deposit: For the direct deposits to settle into the employee bank accounts on the designated Pay Date, payroll **MUST be finalized by 9:00 am on Wednesday, December 24<sup>th</sup>**. (Note: Financial institutions close early on 12/24 requiring stricter bank deadlines).*

**January 1<sup>st</sup>:** Innovative Business Solutions will be **CLOSED**. **No outgoing ACH files will be sent on 1/1.**

*If your pay date falls on **January 2<sup>nd</sup>**, and your employees have direct deposit: For the direct deposits to settle into the employee bank accounts on the designated Pay Date, payroll will need to be finalized no later than 1:00 p.m. on **Tuesday, December 30<sup>th</sup>**.*

*If your pay date falls on **January 5<sup>th</sup>**, and your employees have direct deposit: For the direct deposits to settle into the employee bank accounts on the designated Pay Date, payroll **MUST be finalized by 11:00 am on Wednesday, December 31<sup>st</sup>**. (Note: Financial institutions close early on 12/31 requiring stricter bank deadlines).*

## Additional Date Based Reminders

- ☐ **By the last week of January:** W2's will be mailed directly to your employees (deadline is January 31<sup>st</sup>).  
*Note: for added security, the SSN will be masked except for the last 4 digits.*
- ☐ Plan to distribute **Earned Income Tax Credit (EITC)** notification(s) to employees within one week of providing employees with an annual wage summary (Form W-2), as well as a secondary distribution in March.  
*Note: search for 'EITC' in Download Documentation for a sample notification (My Info > Help > Download Documentation)*
- ☐ **January 31<sup>st</sup>\*: 1099-NEC (Nonemployee compensation)** deadline to provide Copy A 1099-NEC to the IRS, Copy B & Copy 2 to the non-employees directly, Copy 1 must also be sent separately to state departments.  
*Note: it is the client's/employer's responsibility to furnish all 1099s to nonemployees and agencies*
- ☐ **February 15<sup>th</sup>:** deadline to receive new Form W-4s for employees claiming exempt
- ☐ **ACA Reporting\*:**
  - ☐ **January 31<sup>st</sup> 2026:** Form 1095-C due to both active and terminated employees (California)
  - ☐ **March 2<sup>nd</sup> 2026:** Form 1095-C due to both active and terminated employees (Federal, Other States)
  - ☐ **March 31<sup>st</sup> 2026:** Electronic Filing of 1094-C and 1095-C to IRS; For Self-Insured plans to California, New Jersey, Rhode Island, and Washington DC

*Note: New Federal rules adopted in 2023 state that if you have more than 10 combined information returns to file for 2023 (W2s, 1094-1095, 1099s, etc) for a single Employer Tax Identification Number, those must be submitted to the IRS in an accepted electronic format. Failure to so will result in a fine of at least \$500 per form that is incorrectly filed. See [Innovative September 2023 Announcement on 1099NEC Reporting](#).*

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## Before Your First Payroll In 2026

**Three weeks prior to the first scheduled 2026 Payroll:** Provide Innovative with any significant company changes (e.g., accrual plans, voluntary deductions, retirement, GL configuration, etc.)

- ☐ Update employee Federal and State **Withholdings**

**Note:** 2025/2026\* Form W-4 is required for all new hires and for employees who need to make adjustments  
*\*The IRS had not yet finalized the 2026 form when this document was produced*

- ☐ Update employee records with any additional changes (e.g., deduction, earning, time off accrual)
- ☐ Review 2026 **State and Local/City Minimum Wage** changes. Update employee records and any rate tables, as applicable. See suggested links within the **Helpful Resources** section below. **These rates are not updated automatically**
- ☐ Review the 2026 **Mileage Rate** and update the rate table in WebHCM, as applicable. **Contact Innovative for assistance. These rates are not updated automatically.**
- ☐ Consider whether any wage order updates necessitate overtime rule configuration changes

## HELPFUL RESOURCES

MINIMUM WAGE BY STATE: <http://www.dol.gov/whd/minimumwage.htm>  
<http://www.dol.gov/whd/minwage/america.htm>

MINIMUM WAGE (CA): **\*\*\*check for local ordinances\*\*\***

[https://www.dir.ca.gov/dlse/faq\\_minimumwage.htm](https://www.dir.ca.gov/dlse/faq_minimumwage.htm)

IRS: [www.irs.gov](http://www.irs.gov)

IRS W2 INSTRUCTIONS: <https://www.irs.gov/pub/irs-pdf/iw2w3.pdf>

IRS 1099-MISC & 1099-NEC: <https://www.irs.gov/instructions/i1099mec>

IRS PUB 15 (Employer's Tax Guide): <https://www.irs.gov/publications/p15>

IRS PUB 15b (Fringe Benefits Guide): <https://www.irs.gov/publications/p15b>

SSA: [www.ssa.gov](http://www.ssa.gov)

VERIFY SSN: <https://www.ssa.gov/employer/verifySSN.htm>

CA TAXABILITY OF BENEFITS: [https://www.edd.ca.gov/pdf\\_pub\\_ctr/de231eb.pdf](https://www.edd.ca.gov/pdf_pub_ctr/de231eb.pdf)

CA LWDA: <https://www.labor.ca.gov/employmentstatus/employers/>

CA DLSE: <https://www.dir.ca.gov/dlse/>

APA STATE INFO: [https://bookshelf.payroll.org/state\\_payroll/](https://bookshelf.payroll.org/state_payroll/)

ACA SITES: <https://www.irs.gov/pub/irs-pdf/i109495c.pdf>

<https://www.healthcare.gov/>

<https://www.irs.gov/affordable-care-act/form-w-2-reporting-of-employer-sponsored-health-coverage>

EITC NOTICES <https://www.eitc.irs.gov/partner-toolkit/employers/employers>

<https://www.irs.gov/pub/irs-pdf/n797.pdf>

<https://www.ftb.ca.gov/file/personal/credits/california-earned-income-tax-credit.html>

Disclaimer: These materials and links are provided for informational purposes only and are not intended as legal or tax advice. Clients should contact their tax and legal professionals to discuss how these matters relate to their individual circumstances.