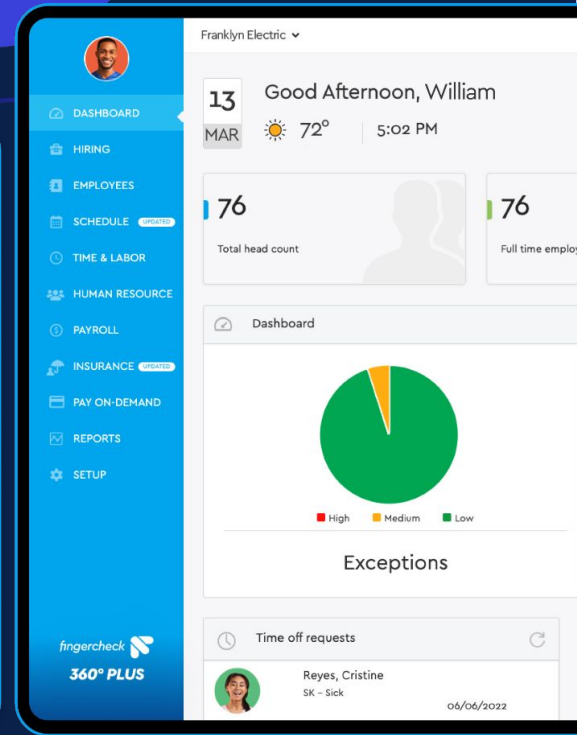




What to expect at year-end

A Fingercheck admin's guide to a successful end-of-year filing!

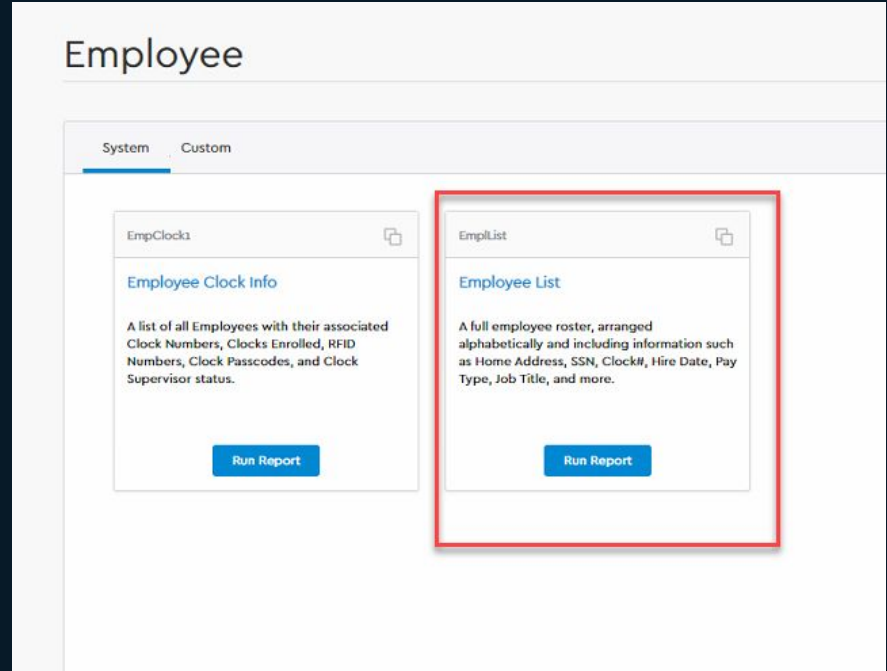


Preparing for year-end

Verify employee information

Verifying names, home addresses and social security numbers as early as possible is a vital step to ensuring W-2s and 1099s process without errors, avoiding unnecessary and costly amendments.

[Here](#) you can find a helpful article on how update employee personal information.



Year-end processing

Common Earnings and Deductions

S Corp Medical Earnings

Third-Party Sick Pay

401(k) Lump Sum Deductions






Personal Use of Company Car (PUCC)

Please contact our Customer Support team for assistance with adding these earnings.

Add Earning

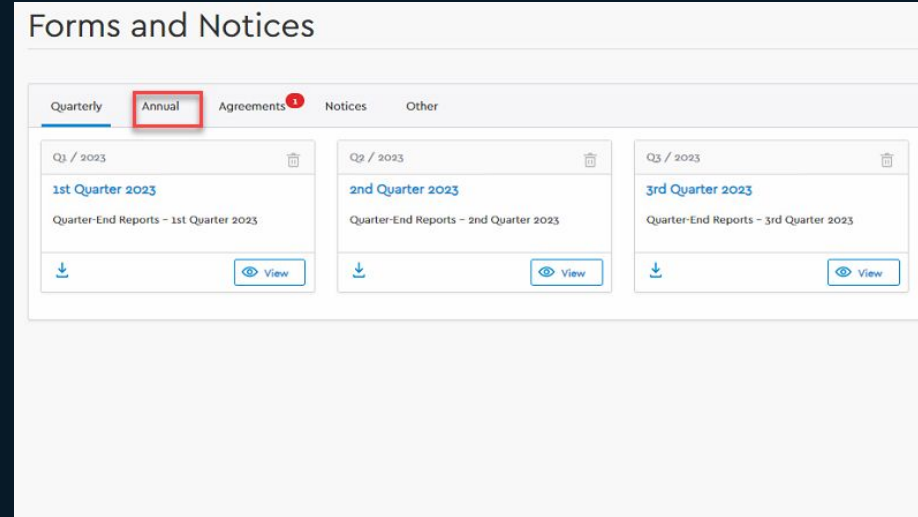
Choose from the selection of pre-defined Earning types the option that matches the type of Earning you would like to add to your company or feel free to create your own custom Earning Type.

Search

	Bereavement An Earning Code used to pay an employee for time spent away from work, for the purpose of mourning the passing of a family member.	<input type="button" value="Add"/>
	Break An Earning Code used to show amounts paid towards an approved break time (e.g. lunch, bathroom/smoking breaks, etc), in which the employee did not work but should be paid for the time.	<input type="button" value="Add"/>
	Bonus An Earning Code used to grant an employee additional pay, typically to express appreciation for their tenure or high quality of service towards the company.	<input type="button" value="Add"/>
	Commission An Earning Code used to give employees compensation based on the cost of the goods or services they directly sold to patrons. Typically used for sales-oriented workers to pay them in place of, or in addition to, a salary or hourly rate.	<input type="button" value="Add"/>
	Difficulty of Care An Earning Code used to give an employee extra compensation for foster care of an individual, typically because the individual has a physical, mental, or emotional handicap.	<input type="button" value="Add"/>

W-2 processing

- W-2s become available to print during the 2nd week of January.
- Employees can also access their W-2s via self service.
- W-2s can be found in forms and notices.
- Clients have the option to email terminated employees their W-2s right from Fingercheck.



Amendments

W-2Cs

At times, changes aren't identified until after W-2s are processed. Contact Fingercheck's Customer Support team for changes to:

1. Employee Name
2. Social Security Number
3. Total Earnings/Taxes

Once processed, the W-2Cs will be available in [forms and notices](#).



Thank You!

Email: Support@fingercheck.com

Phone: (800) 610-9501

Chat with us on Fingercheck.com or use our 24/7 Virtual Assistant available in-app.

