



# What to Expect at Year-End

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





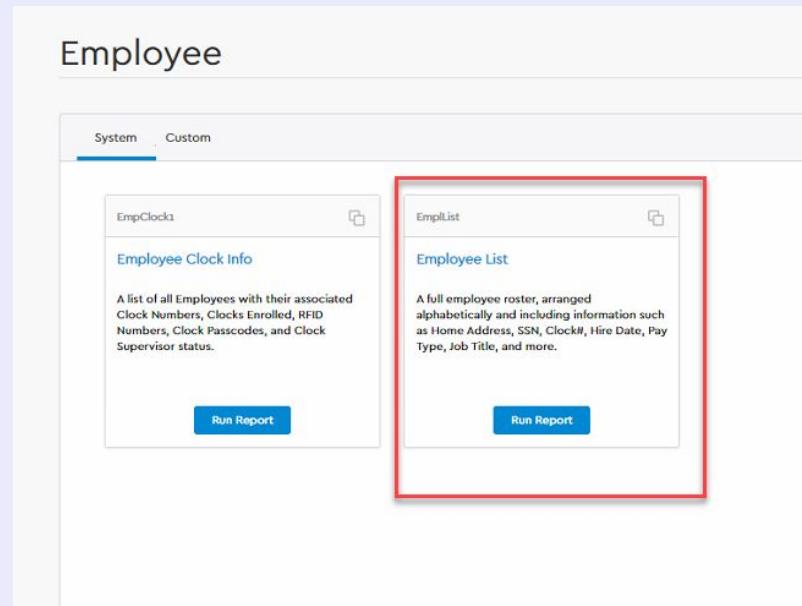
Making sure your business data is accurate at year-end is important for maintaining tax compliance, providing employees with correct W-2s and other documents, avoiding penalties, and finalizing financial records to prepare for a smooth start to the new year.

## PREPARING FOR YEAR-END TAX FILING

# Ask employees to verify their information is correct

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.



The screenshot shows a software interface titled "Employee" with two report options:

- Employee Clock Info**: A list of all Employees with their associated Clock Numbers, Clocks Enrolled, RFID Numbers, Clock Passcodes, and Clock Supervisor status. It includes a "Run Report" button.
- Employee List**: A full employee roster, arranged alphabetically and including information such as Home Address, SSN, Clock#, Hire Date, Pay Type, Job Title, and more. It includes a "Run Report" button.

A red box highlights the "Employee List" report option.

## PREPARING FOR YEAR-END TAX FILING

# Verify that all wages for the year have been accurately recorded in payroll.

## Common Year-End Earnings & Deductions to Verify for Accuracy

Bonuses & commissions

Manual checks

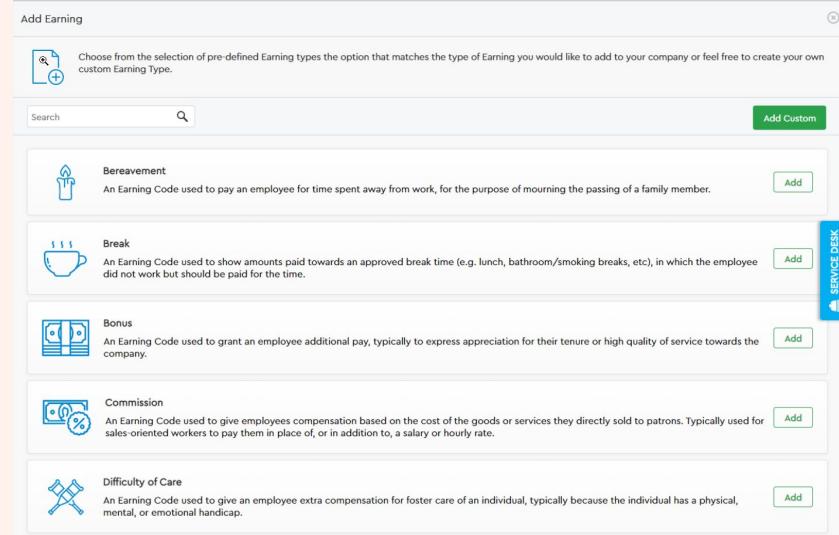
S Corp Medical Earnings

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  +

Add Custom

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. 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. 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. Add

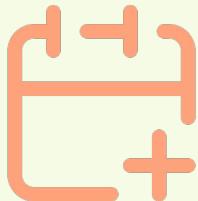
Commission  An Earning Code used to give employees compensation based on the cost of the goods or services they directly sold to patrons. Typically used for sales-oriented workers to pay them in place of, or in addition to, a salary or hourly rate. Add

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. Add

Service Desk

## PREPARING FOR YEAR-END TAX FILING

## Key Year-End Payroll Processing Dates



- Ensure all 2025 payrolls are processed with a check date in 2025.
- Refer to our [Key Dates for Fingercheck Customers](#) resource to review year-end processing deadlines.

## PREPARING FOR YEAR-END TAX FILING

# W-2 Processing

- ◆ W-2s can be found in [Forms & Notices](#).
- ◆ Clients have the option to [email terminated employees](#) their W-2s right from Fingercheck.

W-2s become available to print by the middle of January.

### Forms and Notices



Quarter	Report Type	Action Buttons
Q1 / 2023	1st Quarter 2023	<a href="#">Download</a> <a href="#">View</a>
Q2 / 2023	2nd Quarter 2023	<a href="#">Download</a> <a href="#">View</a>
Q3 / 2023	3rd Quarter 2023	<a href="#">Download</a> <a href="#">View</a>

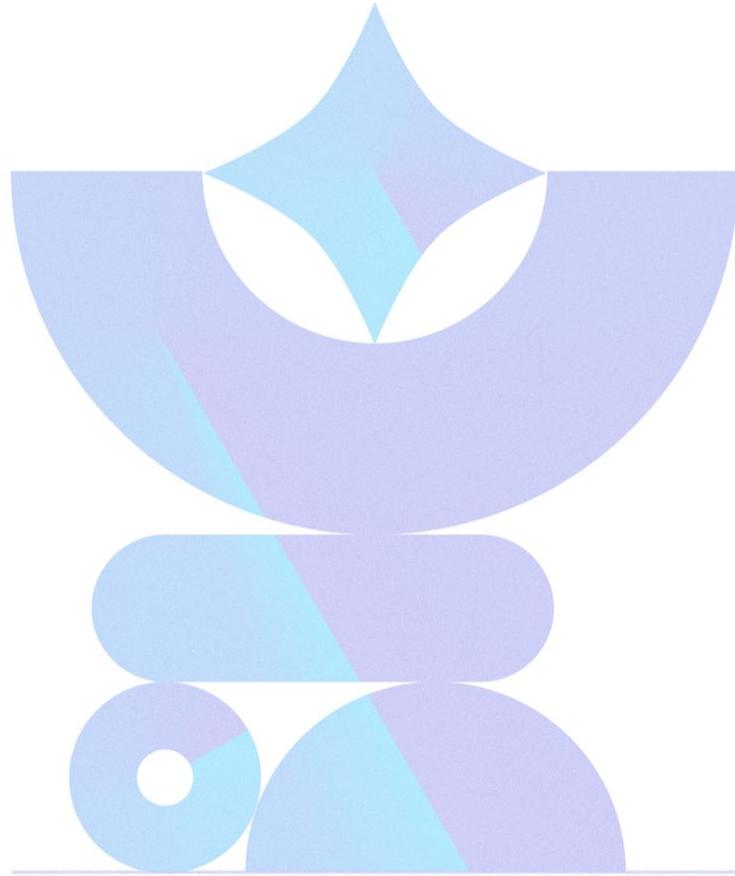
## AMENDMENTS

# 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 & Notices](#).





# Thank You!

**Our team is here to support you with any questions!**

Email: [Support@fingercheck.com](mailto:Support@fingercheck.com)

Phone: (800) 610-9501

Chat with us on Fingercheck.com or in the platform through the Service Desk.

[Year-End Resource Guide](#)

