

**2024 EDITION**

# **Your End of Year Task List: Close out 2024 one task at a time**

# Your End-of-Year Tasks

## Getting Started

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Kick things off by sharing these deadlines and our End of Year ebook — you'll find more details below on how to complete each of the tasks listed. Make sure your tax accountant or advisor is up-to-speed on your company's deadlines, and that you can start the conversation about end of year preparation with them early.

**Get these done before your last payroll of the calendar year**

- Verify employee, contractor, and vendor information
- Report employees on tax-exempt visas
- Report employer contributions to outside health benefits
- Report employee, contractor, and vendor payments
- Report taxable fringe benefits
- Report taxable, equity-based compensation your employees received in 2024
- Remind your employees about the opportunity to max out 401(k) contributions
- Check with your FSA provider to confirm the rules around your employee's FSA funds and communicate any actions your employees may need to take
- Schedule all one-off payments (like bonuses)
- Report any third-party sick pay or short-term disability claims paid to employees in 2024
- Review your final payments for 2024

- Submit your R&D tax credit documents
- File your beneficial ownership information report

**Get these done  
after your last  
payroll of the  
calendar year**

- File Forms W-2 (Wage and Tax Statement)
- File Form 940 (Federal Unemployment Tax Return)
- File Form 941 (Quarterly Federal Tax Return)
- File Forms 1094-C and 1095-C (applies to applicable large employers (ALEs) under the Affordable Care Act (ACA))
- File Form 1096
- Form W-3
- File Forms 1099-MISC + 1099-NEC
- File state and local payroll tax returns

## Employee information verification tasks

- Verify Employee, Contractor, and Vendor Information**

Your tax forms are only as good as the information you track. Check that all your employee, contractor, and vendor information is accurate and spelled correctly. This will help prevent errors that could require tax document corrections later in the process.

- Names
- Visa tax exemption statuses (this only applies to employees)
- Ask your employees, contractors, and vendors to review their personal information, as applicable (e.g., Form W-4 and state withholdings, home/work/ mailing address)

Employees, contractors, and vendors should review to confirm that all of their information is accurate.

- Report Employees on Tax-exempt Visas**

Exemptions from FICA and FUTA taxes are rare for work performed in the U.S. However, employees on certain visas including J-1, F-1, and M-1 are generally exempt. If one of your employees qualifies for one of these rare exemptions, make sure to report their FICA/FUTA tax exemption status.

## Payment tasks

- Report Employees Payments**

Report all taxable payments made to employees in 2024.
- Report Taxable Fringe Benefits**

Report the taxable amount of any fringe benefit you've provided to your employees. Common fringe benefits include group term life insurance, employee stock options, moving expenses, and housing allowances.
- Report Taxable Equity-based Compensation**

Equity-based compensation is sometimes subject to payroll taxes. If any of your employees have received taxable, equity-based compensation from

your company, make sure to report the amounts for each employee. It's best to discuss equity compensation with your tax advisor or accountant to confirm the taxability and correct amounts to report.

- Schedule All One-off Payments (Like Bonuses) Early**  
Payments need to be deposited in 2024 to be reflected on Forms W-2 and 1099 for 2024. Ensure you timely schedule all 2024 payments, including bonuses, commissions, contractor and vendor payments, etc.
- Report Any Third-party Sick Pay or Short-term Disability Claims Paid to Employees in 2024**  
Generally, your insurance carrier will send you a form indicating whether any imputed income needs to be recorded on the Form W-2 along with the amount. For any third-party sick pay or short-term disability claims paid to any employees in 2024, make sure to report each employee who received third party pay for sick or disability leave, as well as the amount of each taxable benefit.
- Report Contractor and Vendor Payments**  
If you have paid any contractors or vendors by check or other means, you'll need to record such payments using Forms 1099-MISC and 1099-NEC. Form 1099-MISC is the tax form issued to report miscellaneous payments such as royalties and rents. Form 1099-NEC is the tax form issued to report nonemployee compensation of \$600 or more during the year.
- Review Your Final Payments for 2024**  
Make sure that the payees and all of the amounts are correct, especially if you've had to prorate anything.

## Employee reminder tasks

- Remind Your Employees About the Opportunity to Max Out 401(k) Contributions**  
There aren't many pay periods left this year for employees to max out or change their 2024 401(k) contributions. Employees younger than 50 at the end of 2024 can contribute up to \$23,000, and employees 50 and older can contribute up to \$30,500.

**Check With Your FSA Provider to Confirm the Rules Around Your Employee's FSA Funds**

This is important to confirm whether your active employees need to use their funds by December 31, 2024 or if they will rollover into 2025.

**Remind Your Employees to Go Paperless**

Encourage your employees to enroll in Justworks' green program and have their Form W-2 delivered to their Justworks account. Employees have until January 10, 2025, to opt in.\*

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\* If your employees opt in after January 10, 2025, they may still receive a paper copy of their Form W-2 in the mail but can also access it electronically in their Justworks account.

## Form filing tasks

**File Form W-2 (Wage and Tax Statement)**

Employers must file a Form W-2 for each employee who (i) they have paid \$600 or more in wages, (ii) they have withheld income, social security, or Medicare taxes from, or (iii) they would have withheld income tax from if the employee had claimed no more than one withholding allowance or had not claimed exemption from withholding on Form W-4. Employers must also furnish a copy of Form W-2 to employees by January 31.

**File Form 940 (Federal Unemployment Tax Return)**

Employers must file Form 940 to report annual Federal Unemployment Tax, or FUTA. FUTA provides funding to state unemployment agencies, which provide unemployment compensation to workers who have lost their jobs.

**File Form 941 (Quarterly Federal Tax Return)**

Employers must file Form 941 to report income taxes, Social Security tax, or Medicare tax withheld from employees' paychecks. It's also used to pay the employer's portion of Social Security or Medicare tax. As such, the fourth quarter's Form 941 is due on January 31.

- File Forms 1094-C and 1095-C**

Employers must file Form 1095-C and distribute the form to each of their full-time employees by January 31 if their business is an Applicable Large Employer (ALE) under the Affordable Care Act (ACA). ALEs are employers with at least 50 full-time equivalent employees. Employers must also file Form 1094-C, which is an aggregated filing of your company's Forms 1095-C, if their company is an ALE.
- File Form 1096**

Employers must file Form 1096 if they have filed Forms 1099. Form 1096 is the transmittal form used to summarize information on Forms 1099-MISC and 1099-NEC and must be filed by January 31.
- Form W-3**

Form W-3 is the Transmittal of Wage and Tax Statements and is used to file Copy A portions of Forms W-2 to the Social Security Administration (SSA). If you're on Justworks, we electronically submit this form timely, by the January 31 deadline.
- File Forms 1099-MISC and 1099-NEC**

Employers must file Forms 1099-MISC and 1099-NEC to report any payments made to contractors or vendors by check or other means. Form 1099-MISC is the tax form issued to report miscellaneous payments such as royalties and rents. Form 1099-NEC is the tax form issued to report nonemployee compensation. Employers must furnish copies of these forms to their contractors or vendors by January 31.
- File State and Local Payroll Tax Returns**

Employers must file state and local payroll taxes for income tax withholdings. It's important to research ahead of time and consult legal counsel or a tax professional to confirm the appropriate taxes are reported.
- Submit Your R&D Tax Credit Documents**

Employers who've filed R&D payroll tax credits on their 2023 income tax return must submit their full income tax return, and any other required documents, to start claiming a refund of your employer paid FICA taxes.

**File Beneficial Ownership Information (BOI) Report**

Employers must report BOI (i.e., a list of individuals who own or control the company) to the Financial Crimes Enforcement Network (FinCEN) before December 31, 2024 to avoid fines and penalties. This is applicable for certain business formed before January 1, 2024.

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## How Can Justworks Help?

Call: (844) 749-7785 • Email: [hello@justworks.com](mailto:hello@justworks.com) • Visit: [justworks.com](https://justworks.com)

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