

2025 Year-End Checklist

Review these items to prepare for the end of the year — December 31, 2025

Information to Verify and Report

Verify:

- ☐ Identification numbers for federal, state, and local tax agencies on each return.
- ☐ Employee names and addresses in Paychex Flex for end-of-year documents.
- ☐ Employee social security numbers (SSNs).

Report:

- ☐ All in-house payroll and any additional checks that have not yet been reported.
- ☐ Voided checks — Employee checks that were issued in the current quarter, but never given to employees.
- ☐ Employee pension information.
- ☐ Third-party sick pay insurance benefits.
[Report third-party sick pay in Paychex Flex®](#).
- ☐ Standard Occupation Codes (SOC) if you have employees in IN, LA, SC, WA, or WV. To find occupational codes, refer to your state's website or use the [O*NET OnLine search tool](#). You may also use these helpful articles to enter SOC's into Paychex Flex® [individually](#), or by [importing a list](#).
- ☐ Paid Family and Medical Leave (PFML) – Your employee counts in CO, DE, MA, ME, OR, and WA can affect whether you need to pay the employer portion of PFML.

Employee thresholds and calculation methods vary by state. Visit the following resources to determine whether you are a covered employer:

- [Colorado](#)
- [Maine](#)
- [Delaware](#)
- [Oregon*](#)
- [Massachusetts](#)
- [Washington](#)

*Not applicable for PEO employers

Reporting Deadline

In order to process and file your quarterly and annual returns on time, the year-end deadline for reporting 2025 changes is **Wednesday, December 31, 2025, by 4:00 p.m. local time.**

If you anticipate the need for payroll adjustments after this deadline, contact Paychex immediately to discuss options available to you.

- ☐ Florida requires private employers with 25 or more employees to use the federal [E-Verify](#) site to verify the employment eligibility of all new hires and [certify their compliance](#) with this requirement annually.
- ☐ Tax deposits made for an amount other than the amount on the deposit notice.
- ☐ Tip allocations for TEFRA.
- ☐ Third-party sick pay insurance benefits Report third-party sick pay in Paychex Flex®.
- ☐ Premiums for health and accident insurance paid by an S corporation on behalf of 2% shareholder/employees.
- ☐ Other amounts on Form W-2, Box 14.
- ☐ Compensation adjustments paid to employees that need to be included on employee Forms W-2 (i.e., charitable contributions, union dues).
- ☐ Taxable cash and non-cash fringe benefits (i.e., personal use of a company car).
- ☐ Educational assistance reimbursements.
- ☐ Dependent care services provided to employees in an employer-sponsored program.

Important Reminders

Bonus Payrolls

- Bonus checks can be processed with regular payroll. If a different check date or period-end date is needed, bonus checks must be processed as a separate payroll.

If you want to process a separate bonus payroll, here's a [short demo and instructions](#) for adding a new pay period.

- You can temporarily override direct deposit on bonus checks so your employees can receive paper bonus checks.

You can also block [direct deposit for all checks in a pay period](#).

- If you're using a 401(k) plan offered through Paychex Retirement Services, we automatically deduct 401(k) contributions from the bonus checks of employees participating in the plan. Bonus pay is defined as compensation. It must have 401(k) contributions deducted to be reflected on Forms W-2.

Upcoming Banking & Federal Holidays

Banks and Paychex offices closed:

- **Thursday, November 27** – Thanksgiving Day
- **Thursday, December 25** – Christmas Day
- **Thursday, January 1** – New Year's Day

Banks closed, Paychex open:

- **Monday, January 19** – Martin Luther King Jr. Day



For a comprehensive list of 2026 banking and federal holidays, check out the [Paychex 2026 Payroll Calendar](#).

Outstanding Tax Liability (OTL)

The fourth quarter OTL collection is on January 20, 2026.

- Check out the OTL Report included in your tax package to find out if you have an amount due, and how much will be collected.



Need More Information?

Bookmark our [Year-End Tax Filing Resources](#) and [State Tax Resources](#) sites for instructions about reporting year-end information in Paychex Flex.

Use the **Paychex Flex Tax Center** to view outstanding items that require your attention, and make updates as necessary to help reduce compliance risks.

To get there, log in to your [Paychex Flex](#) account, select **Company Details**, then select the **Taxes** tab.

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