

2023 Quarter-End Checklist

Review these items before the end of the third quarter (September 30, 2023).

Has this information been reported?

- ☐ **All in-house payroll** – manual checks issued to employees for the current quarter.
- ☐ **Voided checks** – employee checks that were issued in the current quarter, but never given to employees.
- ☐ **Taxable adjustments** – these should be reported with wages so taxes can be correctly calculated and deducted.
- ☐ **Tax deposits** you made for an amount other than the amount on the deposit notice.
- ☐ **Third-party sick pay insurance benefits** paid to employees in the current quarter.

Has this information been verified?

- ☐ **Identification numbers** for state and local agencies on each return
- ☐ **1099 payees' SSNs or taxpayer ID numbers**
- ☐ **Employee social security numbers (SSNs)** – many quarterly state wage returns require employee SSNs
- ☐ **Employee names and addresses**



For More Detailed Information:

- [Client Quarter-End and Tax Filing Resources](#)
- [State Tax Filing Resources](#)

Additional Reminders

Bonus payrolls

- Bonus checks can be processed with your regular payroll. If a different check date or period-end date is needed, the 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](#) about adding a new pay period.

- You can temporarily override direct deposit on bonus checks so your employees can receive paper bonus checks. Please call your Paychex Service Representative if you need assistance.

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

- If you are using a 401(k) plan offered through Paychex Retirement Services, we will automatically deduct any 401(k) contributions from the bonus checks of the employees participating in the plan. According to the plan, bonus pay is defined as compensation; therefore, it must have 401(k) contributions deducted, and must be reflected on Forms W-2.

Quarter-end deadline date

- The quarter-end deadline for you to report changes for third quarter 2023 is **Friday, September 29, 2023, by 4:00 p.m. local time**.
- If payroll adjustments are necessary after the quarter-end deadline date, Paychex can reprocess tax returns; however, there is an additional charge and a processing delay. If you anticipate the need for payroll adjustments, contact Paychex immediately so returns can be processed at no additional charge.

Third quarter Outstanding Tax Liability collection October 20, 2023

- If you have outstanding tax liability due on your Taxpay account for **third quarter 2023**, Paychex will be collecting the funds from your bank account on **Friday, October 20, 2023**.
- Check out the Outstanding Tax Liability Report included in your tax package to find out if you have an amount due, and how much will be collected.

Upcoming banking/federal holidays

- **Monday, October 9** - Banks closed, Paychex open on Columbus Day.
- **Thursday, November 23** - Banks and Paychex local offices will be closed for Thanksgiving Day.
- **Saturday, November 11** - Banks and Paychex local offices will be closed on Veterans' Day.
- **Monday, December 25** - Banks and Paychex local offices will be closed for Christmas Day.

For a comprehensive list of 2023 Banking/Federal holidays, go to the [Paychex 2023 Payroll Calendar](#).

If you have any questions, contact your Paychex Service Representative.