2026 SMALL BUSINESS YEAR-END CHECKLIST

Prepare payroll records, verify year-end details, and start 2027 with confidence.

GetPayroll
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EMPLOYEE & CONTRACTOR RECORDS

- **W-2 review**
  Verify employee legal names, Social Security numbers, and mailing addresses.
- **1099 review**
  Confirm contractor names, addresses, and TINs/EINs against current Form W-9 records.
- **2026 1099 threshold**
  For many business service payments, the federal reporting threshold increased to $2,000 for payments made in 2026. Confirm which payments are reportable.
- **Fringe benefits**
  Review taxable benefits, gifts, bonuses, personal use of company vehicles, and other compensation with your tax professional.
- **Section 125 plans**
  Keep current cafeteria plan documents and supporting records on file.
- **Third-party sick pay**
  Obtain the provider's year-end report and confirm who will report amounts on Forms W-2.

PAYROLL & TAX PREPARATION

- **Holiday payroll**
  Review the final 2026 pay date. Wages are generally reported in the year paid, not the year earned.
- **Bonuses & gifts**
  Schedule bonus payrolls with the intended 2026 check date; review gifts and awards for taxable treatment.
- **Voided checks**
  Resolve outstanding or voided payroll checks before finalizing year-end reports.
- **State rates**
  Send updated state unemployment and disability rates to your payroll provider as soon as received.
- **Federal deposit schedule**
  Forward any IRS notice changing your payroll tax deposit frequency.
- **Tax tables**
  If payroll is processed in-house, confirm 2026 withholding tables and software settings are current.
- **FUTA credit reduction**
  Check the official 2026 state list after the federal announcement; do not rely on prior-year state lists.

DEADLINES & YEAR-END CLOSE

- **By Dec. 22, 2026**
  Suggested GetPayroll cutoff: submit employee and contractor corrections early. Confirm your provider's actual deadline.
- **By Jan. 15, 2027**
  Suggested internal target: send third-party sick pay details to your payroll provider, if applicable.
- **By Feb. 1, 2027**
  Furnish 2026 Forms W-2 to employees and file Forms W-2/W-3 with the Social Security Administration.
- **By Feb. 1, 2027**
  Furnish and file 2026 Forms 1099-NEC, when required. January 31 falls on Sunday.
- **Forms 940 & 941**
  Review annual FUTA Form 940 and fourth-quarter Form 941 filing/payment requirements; deadlines and deposit rules can differ.
- **Paperless delivery**
  Confirm employee access to year-end forms through your secure self-service portal.
- **Keep records**
  Retain payroll, benefit, and tax records under your record-retention policy.

IMPORTANT: Planning aid only. Confirm federal, state, and local requirements and your provider's submission deadlines.