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Taija Sparkman • Nov. 16, 2015

What should you be doing in your payroll practice this month? Here's your Payroll Checklist for November.

Year-End Checklist

- Balance clients' quarterly to annual figures
- Check the names, addresses and social security numbers of clients' employees for errors
- Review filing criteria with clients
- Compare UI and FUTA wages
- Provide clients' employees with correct forms
- Help clients with any notices
- File any amendments

For more resources, visit [ADP's Small Business Resource Center](#) and [the Payroll blog by SurePayroll](#).

Financial Reporting • Payroll

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