

Year-End 2023 Additional Wage Adjustments Checklist

Please complete & submit to your payroll specialist **no later than Friday, December 15, 2023**

Client Code: _____ Company Name _____ Date: _____

If you will be reporting additional wage amounts for tax year 2023, please check the appropriate options below and return to your support specialist **by December 15, 2023.**

☐ Third Party Sick Pay

Checking this option indicates that I (the client) am expecting to receive notice from my Disability Insurance Carrier regarding payments made to employees for 4th quarter 2023 **after** December 31, 2023. Therefore, please hold off on processing my quarterly tax returns until I notify you that all disability information has been received and any additions to 2023 payroll data have been made.

☐ Insurance premiums for Group Term Life (GTL) – reporting required for excess premiums paid

☐ we will be reporting GTL premiums (coverage over \$50,000), **Withhold all taxes**

☐ we will be reporting GTL premiums (coverage over \$50,000), **Block Fed & State taxes**

☐ Additional Manual Checks

Any payroll related checks issued **outside of payroll system** must be reported and processed to update YTD figures for W-2s and tax liabilities. This should be processed with a regular payroll run.

☐ Allocated Tips

☐ Expense Reimbursements

☐ Moving Expenses ☐ taxable ☐ non-taxable

☐ Extra Bonus payroll runs - Please complete and return Bonus Payroll Form

☐ Misc Fringe Benefits – Please complete attached addendum page

☐ S-Corp Health Insurance (2% Shareholder)

☐ for reported insurance coverage we will **BLOCK** Federal / State withholding taxes

☐ for reported insurance coverage we will **Withhold** Federal / State taxes

Accident and health insurance coverage provided by an S-Corporation to its 2% Shareholder employees must be reported as income, and the cost of premiums must be reported as income on forms W-2.

☐ Other: _____

☐ Other: _____

Please Note:

- If you **do not** have any additional wage adjustments, **you do not need to return this form.**
- Asure does not provide tax advice. Please consult your tax professional or legal counsel.
- Please contact your payroll specialist with any questions on this checklist, form, or anything else in the newsletter.

Additional Wage Adjustments - ADDENDUM

Please complete & submit to your payroll specialist **no later than Thursday, December 14, 2023**

Fringe Benefits

Under certain circumstances, the value of non-cash fringe benefits must be reported as income to employees.

Fringe Benefit: _____

- _____ Withhold all taxes
- _____ Block Federal and State taxes
- _____ FICA taxable only (exempt from FIT / SIT)

Fringe Benefit: _____

- _____ Withhold all taxes
- _____ Block Federal and State taxes
- _____ FICA taxable only (exempt from FIT / SIT)

Fringe Benefit: _____

- _____ Withhold all taxes
- _____ Block Federal and State taxes
- _____ FICA taxable only (exempt from FIT / SIT)

Fringe Benefit: _____

- _____ Withhold all taxes
- _____ Block Federal and State taxes
- _____ FICA taxable only (exempt from FIT / SIT)

Please Note: If you **do not** have any additional fringe benefits, you do not need to return this form.