



# 2024 Year-End CHECKLIST

**Go to [www.cpsgo.com/yearend](http://www.cpsgo.com/yearend)**  
and indicate your preferences by December 30, 2024.



## **Request Early W-2 or 1099 Delivery**

Corporate Payroll Services will deliver your W-2s and/or 1099s on or before January 6, 2025 for a delivery fee of \$25.00 (depending on weight), plus the cost of your W-2s and/or 1099s.



## **Submit 4th Quarter Recordings to Corporate Payroll Services**

**DEADLINE:** Any payroll-related matter to be included in the fourth quarter reports and filings for your company must be received no later than the normal branch cut-off time on Monday, December 30, 2024.

Adjustments including W-2 recording or voided or manual check information submitted after this deadline are subject to a late recording fee of \$250-\$350.



	<b>Atlanta</b>	<b>Charlotte</b>	<b>Chicago</b>	<b>Philadelphia</b>	<b>Washington DC</b>
Phone:	770.446.7289	704.827.0901	630.368.1975	215.244.2580	301.610.9410
Fax:	770.263.6433	704.827.8555	630.368.1976	215.244.2581	301.610.9411