2026 Year-End Payroll Checklist

For employers | Complete before your final 2026 payroll submission.

1. Bonuses & Year-End Compensation

- ☐ Confirm bonuses, commissions, and outstanding incentive payments.
- ☐ Submit payment amounts and intended dates before the final payroll deadline.

2. Employee Information

- ☐ Ask employees to verify names, Social Security numbers, and mailing addresses in the employee portal.
- ☐ Confirm employee work and resident states; report changes securely.

3. Benefits & Retirement Contributions

- ☐ Review outstanding benefit deductions and missed adjustments.
- ☐ Confirm retirement contribution changes and employer contributions.

4. Taxable Fringe Benefits

- ☐ Report personal use of company vehicles and taxable noncash benefits, even if no cash was paid to employees.
- ☐ Identify taxable gift cards, applicable group-term life insurance, and other perks.

5. Final Payroll & 2027 Preparation

- ☐ Submit outstanding wages, reimbursements, PTO payouts where required, and corrections.
- ☐ Review final payroll deadlines, holidays, 2027 pay dates, and pay changes.

Ready to wrap up 2026?

Send any outstanding payroll updates or year-end adjustments to your Pando Payroll Specialist before your assigned deadline. Getting these details to us early helps avoid last-minute corrections and keeps your year-end reporting on track.

We're here to help you finish the year strong!