

2018 Year-End Payroll Adjustments & Fringe Benefits

Return this completed form by Friday, 12/14/2018.

Please email it to your Payroll Specialist or fax to 336.714.1200.



Please consult with your CPA as needed and only check below the items yet to be reported through payroll processing. Sign and return this form by Friday, December 14, 2018. This will help ensure your W2 forms are not printed before the benefits are processed.

If this form is not received by December 14, your account will be treated as "No Year End Fringe Benefits Expected," and W2 processing will proceed.

Late submission of the form (after 12/14/2018) will result in additional processing fees, amendment fees and W2-C correction fees.

Be sure to include your company name and phone number as noted below.

	EXPECTED SUBMIT DATE
<input type="checkbox"/> Personal Use of Company Car	_____
<input type="checkbox"/> Business Expenses - Limited or Unsubstantiated	_____
<input type="checkbox"/> Group Term Life Over \$50,000	_____
<input type="checkbox"/> S-Corp Health Insurance (do not combine w/ S-Corp Life/Disability)	_____
<input type="checkbox"/> S-Corp Life/Disability	_____
<input type="checkbox"/> Moving Expenses - Non Tax (*UPDATED 2018* See guidelines within newsletter.)	_____
<input type="checkbox"/> Moving Expenses - Taxable (*UPDATED 2018* See guidelines within newsletter.)	_____
<input type="checkbox"/> Travel Reimbursement	_____
<input type="checkbox"/> PS-58 Insurance	_____
<input type="checkbox"/> Employer-Paid Health Savings Acct. Contributions	_____
<input type="checkbox"/> 1099 Contractor Payments	_____
<input type="checkbox"/> Deferred Compensation	_____
<input type="checkbox"/> Parking, Housing or Clothing Allowance	_____
<input type="checkbox"/> Third-Party Sick Pay (Disability Payments)	_____
<input type="checkbox"/> Employer-Paid Health Insurance Amounts (if your company filed 250+ W2s for 2017)	_____
<input type="checkbox"/> OTHER (specify) _____	_____
<input type="checkbox"/> I do not expect to have any additional year-end fringe benefits to be included in 2018 W2 printing. If your fringe information has already been added to your payroll and is complete, please indicate here:	
<input type="checkbox"/> All Fringe Items Already Completed <i>(REMINDER: All fringe benefits need to be keyed on or before the last payroll of the year.)</i>	
<input type="checkbox"/> **NEW - W2 MAILING** - I am requesting to have our company W2s mailed directly to our employees' home addresses via US mail. (Applicable postage will apply.)	

CBIZ Flex-Pay Company Number: _____ CBIZ Flex-Pay Payroll Specialist: _____

Company Name: _____

Form Completed by: _____ Date: _____