

Checklist

Simplified Year-End Payroll Checklist for Multi-Country Clients



September – October: Start Preparing

- **Review local year-end requirements** shared by your payroll ICP
- **Check employee details** for accuracy (names, IDs, addresses, tax info)
- **Confirm work locations / cost centers** are up to date
- **Review and approve payroll calendars** for the upcoming year

October – November: Confirm Key Details

- **Notify your payroll ICP of any year-end bonus payrolls**
- Include **bonus payout dates** so they can be added to the payroll calendar, if applicable for your specific country
- **Review taxable benefits** provided during the year (e.g., company car, housing, insurance)
- **Confirm expat or international assignment details**, if applicable

November – December: Final Checks

- **Approve final bonus payrolls** for the year
- **Update employee compensation changes** effective January, if applicable
- **Review any draft year-end reports** provided by the ICP
- **Communicate office closure dates** over the holidays to align on deadlines

December – January: Year-End Close

- **Confirm final payroll run of the year is processed**
- **Ensure ICP distributes tax certificates** to employees (e.g., T4, P60)
- **Approve year-end reports** and filings before submission to local authorities
- **Ensure updates are applied** for the new year's payroll processing prior to the first payroll

January – February: Post Year-End Wrap-Up

- **Support employee questions** about year-end tax documents
- **Review final year-end reports** from the ICP
- **Download all 2025 Reports and Statements** from WebGlobe