



# 2021 Year-End & Adjustment Schedule

December 2021

In order to provide you with sufficient time to review and distribute W-2s to your employees, R&L is working to deliver W-2s as soon as complete (to include all work and adjustments through December 31, 2021).

We have provided our **Year-End Adjustment Form (on reverse)**. Please complete; indicating any adjustments affecting year-end reporting.

## If you DO NOT Anticipate Adjustments

- Please indicate that no adjustments are anticipated by checking the first box on the Adjustment Form (reverse)
- Return Adjustment Form (by email only: [kelly@rlpayroll.com](mailto:kelly@rlpayroll.com)) received no later than December 15, 2021
- R&L will prepare W2's for delivery by January 31, 2022

## If you DO Anticipate Adjustments

- Please complete the Adjustment Form indicating adjustment type and return it by Dec. 15
- For Expressopay users: Process **current quarter** adjustments with your last payroll of 2021
- For fax, mail or call-in payrolls: Please provide adjustments to R&L with your last payroll of 2021, or by December 22, 2021 to allow for processing

*Note: Failure to email adjustments by December 22, 2021 may result in fees, late charges and penalties, and for tax service clients, required amended quarterly returns. Additionally, failure to indicate other Taxable Benefits may result in the EMPLOYER paying certain uncollected taxes on employee wages or benefits.*

- Corrections made to W2's after January 14, 2022 (after file preparation by R&L) will need to be made by you, utilizing Forms W-2c & W-3c, as well as corrected quarterly reports
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## YEAR-END SCHEDULE

### With Your Next Payroll

- Review employee names, addresses, and Social Security numbers for accuracy
- Indicate any employees terminated in 2021
- Make necessary corrections or adjustments
- Review Payroll & Year-End Adjustment Descriptions (reverse) to determine if they apply to you
- Complete and return Year-End Adjustment Form (return form no later than **December 15, 2021**)
- Please be sure to include the value of all taxable benefits

December 22	-	All 4th Quarter adjustments due to R&L
December 23, 2021	-	R&L Closes at 1:00 pm
December 24	-	Closed
December 30	-	R&L Closes at 1:00 pm
December 31	-	Closed / <i>Happy New Year</i>
Jan 17, 2022	-	Closed / <i>Martin Luther King, Jr. Day</i>
January 31	-	Expected delivery of W-2s (If No adjustments are required)

# Year-End Adjustment Form

**Fax To:** *R&L DataCenters, Inc.*

**Attn:** **Kelly Back**  
Client Support

**Email:** **Kelly@rlpayroll.com**  
*No later than December 15, 2021*

**From:** \_\_\_\_\_  
*(Client Name)*  
\_\_\_\_\_  
*(Client Number)*

*I have reviewed my 2021 payroll and have determined that...*

I **DO NOT** anticipate year-end payroll adjustments. Please process my year-end package for delivery as soon as complete.

I **DO** anticipate year-end payroll adjustments (please indicate adjustment type below), and

I will include my adjustments in a payroll run in 2021

I will forward adjustments separately (not included in a payroll run) by Dec 22, 2021

*I anticipate the following type(s) of adjustments:*

Third Party Sick Pay

Group Term Life Insurance

Other Taxable Fringe Benefits (Process with the last pay of 2020 for proper tax treatment).

Other (explain) \_\_\_\_\_

\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*Date*

The information contained herein is specifically related to our payroll adjustments and is not intended as an exhaustive list of payroll related adjustments, tax or compensation issues nor should it be construed as advice. Please consult your tax advisor for information on how to handle these or other payroll adjustments that may affect you and/or your organization.