



## 2022 Year-End Questionnaire

Please complete this checklist and email it to your Inova Account Manager **by December 9, 2022**. To be eligible for the drawing, you must complete all three sections and return on or before December 9<sup>th</sup>.

Prize #1: \$150 gift card

Prize #2: \$100 gift card

Drawing will be held on December 12th. Good luck!

1

Company Name:

Your Name:

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Will you have any of the following, after your last regular payroll of 2022

- 3<sup>rd</sup> Party Sick Pay  Supplemental or Bonus Payroll
- Fringe Benefits (S Corp Insurance, Personal Use of Auto, Group Term Life, Cash Bonus or Gift Cards, etc.)
- If you anticipate having any other adjustments after your last payroll (i.e., Voids, Manuals, late Fringe Benefits), please provide details below:

- None of the above apply

Inova Payroll classifies all companies into 2 groups for W2 processing. Your group assignment will be determined based on the answers above.



- Group 1: W2s will be closed for auditing on 12/30/2022
- Group 2: W2s will be closed for auditing on 1/06/2023

**Fees apply if W2s need to be reopened.**

**If this checklist is not returned, your W2s will automatically be assigned to Group 1.**

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Are any of these changing effective January 1<sup>st</sup>?

- Time Off Accrual Policies  Benefit Plans or Premiums
- None of the above apply

\* Time off policy changes typically take 2-3 weeks for setup and testing. New policies must be emailed to your Inova Account Manager by Dec 2nd to be utilized by Jan 1<sup>st</sup>. Changes received after Dec 4<sup>th</sup> will not be implemented prior to the first processing in January.

\* Benefit plan changes must be communicated to your Account Manager by Dec 2nd. New plans and/or premiums must be turned in by Dec 9th to guarantee utilization by Jan 1st.