2017 Important Year End Dates
ADP Resource ®

2017

November 02:	4th Quarter Quarterly Tax Verification Letter is sent with the first payroll processed after this date.
November 06:	W-2/1099 Previews are processed and available electronically in iReports.
November 16:	Year End Seminar 2:00 PM – 3:00 PM EDT
November 17:	2018 Payroll Schedule is available under the My ADP Resource > Payroll tab > Pay Schedule Calendar > select year dropdown choice '2018', Please review and report any changes to your assigned Payroll Service Representative.
November 20:	Year End Seminar 2:00 PM – 3:00 PM EDT
November 23:	**Thanksgiving Day – federal banking holiday – Banks and ADP Resource are CLOSED.**
November 30:	You may request a message that will appear on all of your employee's earnings statements and pay check stubs *(e.g. ask your employees to update their form W-4 and/or verify their name, social security number, and addresses).*
December 01:	**Year End Seminar 2:00 PM – 3:00 PM EDT**
December 04:	**Year End Seminar 11:00 AM –12:00 PM EDT**
December 07:	**Year End Seminar 2:00 PM – 3:00 PM EDT**
December 08:	Friendly Reminder: Record Taxable Fringe Benefits & Special Compensation *(miscellaneous taxable income and/or special taxable fringe benefits such as Group Term Life or S-Corp).*
December 11:	**Year End Seminar 2:00 PM – 3:00 PM EDT** W-2/1099 Previews are processed and available electronically in iReports.
December 15:	Friendly Reminder: Beat the Holiday Rush - Schedule your 2017 Bonus Payroll(s).
December 25:	**Christmas Day – federal banking holiday – Banks and ADP Resource are CLOSED**
December 27:	**NOON DEADLINE:** Last day to accept your final 2017 payroll with a check date of December 29.
December 28:	**DEADLINE:** Last day to process payroll changes without potential penalties.
December 31:	Last day of 4th Quarter

2018

January 01:	**New Year's Day – federal banking holiday – Banks and ADP Resource are CLOSED**
January 08:	**FINAL W-2/1099 Previews** are processed and available electronically in iReports. **DEADLINE:** Last day to submit your 2017 4th Quarter adjustments without requiring an amendment.
January 15:	W-2/1099 forms will be processed and available in iReports the week of Jan 15-19. W-2/1099 delivery of paper copies are estimated on or around Jan 19th *Note: you may use the employee copy in iReports as your employer reference copy, if needed.*
January 31:	**DEADLINE:** Last day to distribute your employee's W2 and 1099 forms. **DEADLINE:** Employers are required to electronically file W2's and 1099's under the PATH Act of 2015. *Note: for those clients who are full service tax filing, ADP will electronically file on your behalf.*