



AURIS™

Client Year-end Guide

2025-2026

Revised 1/13/26



Client Year-end Guide 2025-2026

This guide is designed with you in mind, bringing together important information and dates to be aware of at this busy time of year.

Year-end Resources when you need them: See the [Year-end section](#) on the Help Center!

Thank you!



Client Year-end Guide | Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>*FUTA Credit Reduction: Credit may be reduced due to a state's unemployment loan not being repaid timely; employers in those states will owe additional liability. Applies to CA only in 2025. The DOL typically releases the information on 11/10, but may be delayed if impacted by federal government status. If announced timely, we will begin debiting on payrolls processed after 11/15/25.</p>					<p>31 Check Stock Discount continues!</p>	1
2	3	4	5	6	7	8
9	<p>10 *FUTA Credit Reduction states confirmed by DOL</p>	 <p>11 Fed Holiday: Banks closed for Veterans Day</p>	12	13	14	<p>15 *FUTA Credit Reduction collection begins</p>
16	<p>17 Begin running payroll 1-2 Bus. Day(s) Early</p>	18	19	20	<p>21 Verify Employee Info for Year-end Filing</p>	22
23	<p>24 Reminder: Report Fringe Benefits & Misc Payments</p>	25	26	 <p>27 Holiday: Aurion & Banks Closed</p>	28	29

Your Action Items:

Verify Employee Info Check to ensure all (active & terminated) employee social security numbers and addresses are accurate to prepare for Year-end tax filing. See [checklist on the Help Center](#).

Fringe Benefits Begin reporting fringe benefits and other miscellaneous payments to ensure accurate tax reporting.

Holiday Season: Shipping & Delivery Expectations

Please be aware that unexpected winter storms, increased volume on the shipping industry, etc., could result in package delays.

Begin Processing Payroll 1-2 Days Early

We encourage processing payroll 1-2 day(s) early, or 3-4 business days before your check date during November, December, and January, to allow extra time to offset any potential shipping delays.

Potential Need to Wire Funds Running a large payroll due to Year-end? You may have to wire, but no worries, we provide [instructions!](#)

ACA Deadlines Begin to gather information needed for reporting.

Need to Know:

Veterans Day: Tuesday, 11/11 is a Federal Banking Holiday

Banking impact: Banks are closed, which could delay direct deposits posting to employees' accounts.

Thanksgiving Day: Thursday, 11/27 is a Federal Banking Holiday

Banking impact: Banks are closed, direct deposits may not post timely for check dates of 11/27. Shipping impact: No pickups or deliveries.

FUTA Credit Reduction (CA only): All employers in a credit reduction state will have to pay an additional 0.6% (on the first \$7,000 in wages per employee) as those states owe money to the Federal Unemployment program. We will begin collecting the additional liability with the first payroll processed after **11/15/25** if confirmed timely by the DOL.

Year-end Resources: [Click here](#)

Employee Year-end Checklist: for employees to verify info is accurate

Employer Year-end Checklist: verify important info, wage reporting

Bonus Payroll Form: complete to report bonus checks

Fringe Benefits Form: complete to report fringe benefits on the W-2

Payroll Calendar: Important dates for next year

Client Year-end Guide | Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1 W-2/1099 Charges Begin Billing	2	3	4	5 Check Stock Discounts Continue!	6
7	8 Set Up Online Client Access	9	10	11	12 *Employee Emails for W-2 & Pay Stub Access	13
14	15	16	17	18	19	20
21	22 Final Notice: Verify all Employee Information	23	24 Couriers may have early pickups	 25 Holiday: Auris & Banks Closed	26	27
28	29 Recommended Last Day to Run 2025 Payroll	30	31	*Employee Emails: provide them for W-2 & Pay Stub Access through our free Employee Self-Service feature!		

Your Action Items:

Final Check!

Verify Employee Info Check to ensure all (active & terminated) social security numbers and addresses are accurate to prepare for Year-end tax filing. [Click here for the checklist!](#)

Employee Self-Service We provide a free service where your employees can access their pay stubs and W-2s 24/7.

Reach out to your Payroll Support Team to take advantage of this time-saving feature; all you need is employees' business or personal email addresses. [Click here for more info](#) or here for the [client guide](#).

[Click here](#) for the Employee Self-Service Guide for your staff.

Online Client Access If you have not already, work with your Payroll Support Team to get set up; easily review employee info and access all Year-end Reports. You can print copies of W-2s for your employees as needed, which saves time and money!

ACA Validation opens on 1/12/26. Validation is due by 2/25/26 for timely filing. [Click here for Important ACA Dates](#)

Need to Know:

Please submit your 2025 payrolls as soon as possible!

Payrolls processed after **12/29/25** could incur premium processing fees. Payrolls processed after **12/31/25** are subject to a **\$250 adjustment fee**.

W-2/1099 Charges will be billed as a separate line item on your payroll invoice with your first payroll dated in December.

Banks & Auris Closed on Thursday, 12/25 (Christmas) and Thursday, 1/1 (New Year's Day).

Year-end Resources: [Click here](#)

Employee Year-end Checklist: for employees to verify info is accurate

Employer Year-end Checklist: verify important info, wage reporting

Bonus Payroll Form: complete to report bonus checks

Fringe Benefits Form: complete to report fringe benefits on the W-2

Payroll Calendar: Important dates for next year

Payroll just got easier! Available 24/7!

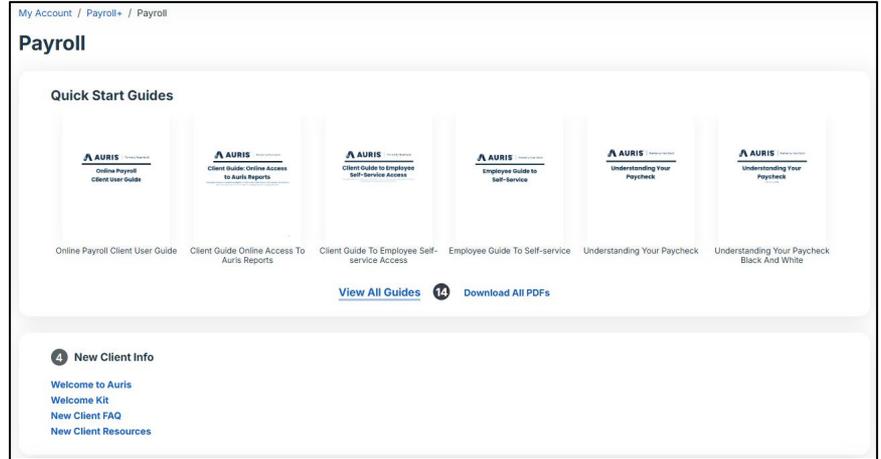
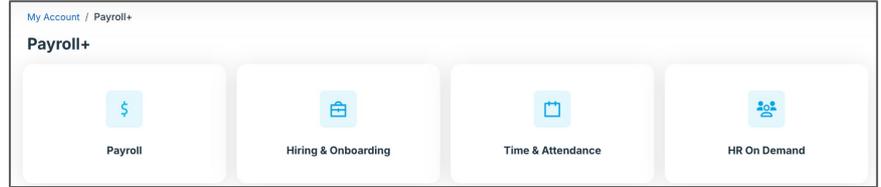
Your Help Center Has guides, articles, videos, forms, and many additional resources at your fingertips.

Your Help Center

[Payroll + Help Center](#)

Popular resources

- [Year-end Info](#)
- [Online Payroll Client User Guide](#)
- [Client Guide to Employee Self-Service Access](#)
- [Employee Guide to Self-Service \(for employees\)](#)
- [Payroll Forms](#)





AURIS™



Client New Year Guide

2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Holiday: Auris & Banks Closed	2	3
4	5 W-2s & 1099s begin to be available online to clients & employees	6	7	8	9 Last day to run 2025 Payroll without amended returns	10 Any 2025 changes require a W-2c or corrected 1099
11	12	13	14	15 3PSP Deadline*	16	17
18	19 Fed Bank Holiday: Banks Closed for MLK Day	20 Client Tax Packages are available online	21	22	23 W-2/1099 packages ship by 1/23/26	24
25	26	27	28	29	30 W-2s & 1099s: postmark by 1/31	31



Your Action Items:

State Deposit Frequency & Unemployment Rate Notices

Keep an eye out for 2026 Deposit Frequency and Rate Change notices. State agencies do not send these notices to payroll providers; please forward to your Payroll Support Team.

State/Local Minimum Wage Updates

Minimum wage changes are common at the beginning of the year. Please see the link below and review your employee pay rates to ensure your business is meeting legal requirements.

Online Access: for you and your employees

Our free service allows you and your employees access to Year-end reports, W-2s, and 1099s as soon as they're available! Download and distribute the: [Employee Self-Service User Guide](#)

ACA Validation opens on 1/12/26. Validation is due by 2/25/26 for timely filing. [Click here for Important ACA Dates](#)



Resources:

[Minimum Wage Updates \(by State\)](#)

[Payroll Help Center: Articles, Videos, and more!](#)



Need to Know:

2025 Payroll Data - Late Reporting

2025 Payroll data processed after 12/31/25 is subject to a \$250 adjustment fee. (Does not apply to Third-Party Sick Pay reported by 1/15/26)

Important Year-end Dates

1/5 - Year-end, W-2, and 1099 packages begin to be available online

1/9 - Last day to make 2025 changes to W-2s without a W-2c **see above*

1/23 - All W-2/1099 packages shipped by January 23rd

1/31 - Deadline: Postmark/distribute W-2s & 1099s

2026 Retirement Account Contribution Limits*

401(k), 403(b), and most 457 plan limits are \$24,500. Catch-up limit for 50 and over is \$8,000, and higher catch-up limit (ages 60-63) is \$11,250.

SIMPLE IRA & SIMPLE 401(k) plan limits are \$17,000. Catch-up limit for 50 and over is \$4,000, and higher catch-up limit (ages 60-63) is \$5,250.

IRA limit is \$7,500, and the catch-up limit (ages 50 and over) is \$1,100.

Additional limits may apply, see [IRS.gov](#) for more information.

2026 Health Savings Account (HSA) Plan Limits

The high-deductible limit for self-only coverage is \$4,400, family limit is \$8,750, and individuals 55 and over may contribute an additional \$1,000.

✔ Employee Self-Service is convenient!

Employee Self-Service We provide a free service where your employees can access their pay stubs and W-2s 24/7.

Reach out to your Payroll Support Team to take advantage of this time-saving feature; all you need to do is provide employees' business or personal email addresses. [Click here for more info](#) or here for the [client guide](#).

Once your employees' access has been set up, they can access their information on a desktop, mobile browser, or mobile app! Download and distribute the: [Employee Self-Service User Guide](#)

📎 Links to the Payroll + App:

[Payroll + in the Google Play Store](#)

[Payroll + in the Apple App Store](#)

🔍 Available for Android and iOS!

