




December 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
	VERIFY FORM W-9 ON FILE FOR ALL APPLICABLE VENDORS (1099'S)				FACTS-5 9AM - 12PM	
4	5	6	7	8	9	10
	VERIFY EMPLOYEE SOCIAL SECURITY NUMBERS & ADDRESSES FOR W-2'S				FACTS-5 9AM - 12PM	
11	12	13	14	15	16	17
	ALL PAYROLL ADJUSTMENTS INC. BONUSES, EXTRA CHECKS, NON PAY, ETC. DUE THIS WEEK				FACTS-5 9AM - 12PM	
18	19	20	21	22	23	24
					Merry Christmas!  CLOSED	
25	26	27	28	29	30	31
YEAR END CHECKLIST: 1. COUNT INVENTORY 2. MAKE ALL DEPOSITS 3. COUNT REMAINING CASH ON HAND/UNDEPOSITED FUNDS					FACTS-5 9AM - 12PM	