

# Free End of Year Planning Checklist for Cannabis

The end of the year is the busiest time for most cannabis business owners and operators. It's also extremely busy for your employees. That's why Wurk created a free End of Year HR, Payroll, Tax and COVID-19 Checklist, so you can ensure your employees are taken care of, and you stay compliant through the new year.

Our free template provides important key dates to remember, as well as a detailed checklist broken down into three categories:

## **Cannabis Employee and Employer Data**

Verify employee data being used for end of year filings, tip allocation where applicable, dependent care benefits, and more.

## **Wage, Tax and Benefits Data**

Ensure group-term life insurance adjustments have been updated, verify employer state unemployment insurance tax rate, verify taxable wage limit for each state of operation, and more.



**CPAs & Advisors to The Cannabis Industry**

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## **Payroll Procedures**

Account for all voided checks in the system, schedule any special bonus payrolls, remind employees to fill out a new Form W-4 if when applicable, and more.

## **COVID-19 Year End Processes**

COVID-19 will affect year-end processes and will continue to impact payroll operations into 2021. Be sure to follow all COVID-19 Tax Reform guidelines and work with your cannabis HCM and Accounting partners to help you through year-end.

[Download Year End Checklist](#)