

[Company Name]  
[Department/Payroll Office]  
[Date]

To: All Employees / [Specific Department]  
Subject: Year-End Payroll Reconciliation and Reporting Requirements

Dear Employee,

As we approach the end of the [Year] calendar year, we are conducting our final payroll reconciliation to ensure all tax filings and wage statements (Form W-2) are accurate.

Please review and complete the following actions by [Deadline Date]:

- **Verify Personal Information:** Log in to [Payroll Portal Name] to confirm your legal name, Social Security Number, and current home address are correct.
- **Review Tax Withholdings:** Check your current federal and state tax elections. If you wish to make changes for the new year, please submit a new Form W4.
- **Report Fringe Benefits:** Ensure all taxable fringe benefits (e.g., personal use of company car, moving expenses, or third-party sick pay) have been reported to the payroll department.
- **Expense Reimbursements:** Submit all outstanding expense reports for the current year to ensure they are processed within the correct fiscal period.

Failure to update your information by the deadline may result in a delayed or incorrect Form W-2. If corrections are required after the filing deadline, fees for reissuing tax documents may apply.

If you have any questions regarding your year-end data, please contact the Payroll Department at [Phone Number] or [Email Address].

Thank you for your prompt attention to these matters.

Sincerely,

[Name]  
[Title]  
[Company Name]