

What Happens After I Submit my Last Payroll?

Paycor is your partner when it comes to end-of-year tax to-dos! Together, we can make the year-end tax process **smooth and easy.** Below is a list of actions you may have to take at year end, and an account of what Paycor does to keep your tax documentation accurate and compliant.

IF YOU: Submit your "Hold Books Open" form by December 5, 2025.

PAYCOR: Paycor automatically begins the process of closing your books after your last scheduled payrun of the year is submitted; however, you may have an extenuating circumstance that would require your books to be held open past your first payroll processing date of the next year. When you request us to hold your books open, we will keep them open until December 31, 2025. You can request a hold by visiting our **year-end microsite**.

Request a hold on our Year-End Microsite!

IF YOU: Submit your final payroll of the year without holding your books open.

PAYCOR: Paycor immediately begins the process of closing your books and kicking off your tax filing process once submitted. At this point, you can no longer make any changes to the wage and tax information for the calendar year, and late fees may be assessed. If you find you missed a correction and did not hold books open, contact **one of your support advocates.**

Note: Fees will be applied if you need to make a change once books are closed.

IF YOU: Use the Tax Document Creation Status Tracker on your Paycor Homepage to see the current status of your year-end documents.

PAYCOR: When Paycor begins to inventory your account, the uninterrupted workflow typically starts with a Pending status. When your tax document is posted online or shipped to you as required, the process finishes with a Completed status.



As your tax document moves through the process toward Completed status, it is highly likely that your workflow will be negatively affected if you attempt to submit late changes to your payroll information.

These workflow statuses are informational only and do not indicate any required actions are to be taken. If an issue arises that does require action, you will receive a separate communication from one of our Support Advocates detailing what we need to proceed and get your document to a Completed status.

Want more information?

Visit **Paycor.com/year-end-embedded** to learn more.

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