

Tax Season Prep

(September - December)



Use this checklist to help prepare for tax season every year.

Mock Runs

Coordinate with the tax and print vendors to run mock runs in preparation of the upcoming tax season. The Mock Run process allows you to verify connection between vendors, quality assurance of tax form data and presentation.

Data Validation and Clean up

Review data and complete error remediation prior to the beginning of tax season to ensure accurate reporting and reduce corrections.

Review Payer Information

Review all non-customer data to ensure accurate reporting of payer/withholding agent information, state payer IDs and, any system configurations set within your tax application.

Tax Schedule

Plan ahead by creating a schedule of tax form runs for 2023 reporting season.

Recipient Form Extension

The IRS offers payers an extension of time to furnish the statements to recipients. The request must be received no later than the date on which the statements are due to the recipients. A maximum of 30 days may be provided.

The request must include:

- Payer Name
- Payer TIN
- Payer Address
- Type of Return(s)
- A statement that your extension request is for providing statements to recipients
- Reason for delay
- Signature of the payer or authorized agent