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Good afternoon, Abby

Here's what's going on with your team



Urgent: Complete your end-of-year tasks by Dec 31

98% of customers who completed the follow-up tasks by the deadline last year had accurate filings.
It only takes 5-10 minutes.

[Complete my checklist >](#)

Things to do

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Overview

Taxes and compliance

Needs your attention (1)

Review drafts of your year-end forms

Your 2021 draft tax forms are ready. Review them now and let us know if you need to make corrections.

Fri Dec 31 ✓ [Review](#)

[View recently completed items \(1\)](#)

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Documents

Team Company Bulk I-9 and W-4 form packages [Add document](#)

Drafts

We will update these draft W-2s and 1099s within 48 hours if you make any changes (i.e. additional payrolls for this tax year, changes to employee details, etc) between now and the filing deadline. Review these drafts and contact us if anything is missing.

| Name | Description | Status |
|---|--|--|
| Draft Form W-2: 2021 Updated by Gusto on 12/9/2021 | Form W-2 records your employees' annual wages and taxes. | Draft: Filing will begin on January 10 |