

# Payroll Compliance Audit Checklist

Document Date: \_\_\_\_\_

Audited by: \_\_\_\_\_

## 1. Company Information

Company Name:	_____
Department:	_____
Payroll Period:	_____

## 2. Compliance Checklist

Checklist Item	Compliant (Yes/No)	Comments/Findings
Employee classification & documentation verified		
Employee tax forms (W-4, etc.) on file and up to date		
Overtime calculations in accordance with laws		
Mandatory deductions (taxes, contributions) applied correctly		
Voluntary deductions authorized and documented		
Payroll reports reconciled to bank statements		
Records retention compliance (stored securely and for required duration)		
Compliance with minimum wage and salary requirements		
Timely remittance of payroll taxes and contributions		
Year-end tax documentation prepared and distributed		

## 3. Summary of Findings

Issue Identified	Action Required	Responsible Person	Target Date

## 4. Auditor's Signature

Auditor Name	Signature	Date

### Important Notes:

- Payroll compliance audits verify adherence to legal requirements for wage payments, recordkeeping,

and tax obligations.

- This checklist should be reviewed and updated regularly to reflect latest regulations and organizational changes.
- All findings and corrective actions should be clearly documented and monitored for completion.
- Maintain confidentiality of employee and payroll data at every stage of the audit process.
- Consult with legal or payroll experts when interpreting complex compliance issues.