

Thailand Year-End Checklist

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1. Pre-payroll Compliance

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2. During Payroll Compliance

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Why a Year-End Checklist Matters

The year-end payroll process is a critical milestone for any organization, ensuring compliance, accuracy, and a smooth transition into the new year. Without a structured approach, it's easy to miss key tasks, risk errors, or face compliance issues.

A year-end payroll checklist serves as your guide to:

1. **Ensure Accuracy:** Avoid costly mistakes in employee records, payments, and tax filings.
2. **Maintain Compliance:** Meet local, state, and federal regulations with confidence.
3. **Streamline Processes:** Simplify reporting, reconciliation, and next-year preparation.
4. **Build Trust:** Deliver accurate and timely payroll and tax statements to employees.

This checklist isn't just a list — it's your roadmap to closing the year on a strong, organized, and stress-free note.

1. Pre-payroll Compliance

- Ensure that the company's financial information such as TIN are in place.
- Verify employee data such as personal details, bank accounts, Tax IDs (TIN) etc. are updated.
- Ensure employment status is correctly classified such as Full-time, Part-time, Temporary etc.
- Verify all salary components, including bonuses, allowances, and deductions, are accurate.
- Ensure classification of basic allowances, one-time payment and benefit in kind accurately.
- Verify the proofs for declaration made by the employees for statutory deductions.
- Categorise taxable and non-taxable income accurately.

2. During Payroll Compliance

For PIT:

- Reconcile the annual gross salary, allowances, leave pay, wages, and overtime pay with monthly records.
- Ensure allowances and expense deductions are applied accurately based on employee's proof submitted.
- Ensure employee's contribution to social security is considered for tax deduction.
- Run December payroll after considering the income paid in previous months to calculate annual income tax liability.
- Ensure correct tax brackets based on Thai Revenue Department rules are applied.
- Ensure income tax already withheld is correctly applied to annual income tax liability.

- Ensure proper rounding of annual income tax per statutory rules.

For SSS, PVF, WCF:

- Ensure the wage limits for contribution are as per the latest statutory guidelines.
- Ensure the contribution is correctly rounded to determine the accurate amount.
- Ensure employer contributions (WCF) are based on employee's annual salary and industry specific rates.
- Review the calculated contributions of SSS, PVF and WCF
- Ensure the previous monthly calculations for SSS and PVF contribution are correctly captured.

3. Post-Payroll Compliance

For PIT:

- Prepare PND.1 KOR Form to report total income paid to employees and the withholding tax deducted from salaries during the tax year by 28th February of following year.
- Issue the 50 Tawi Form (Withholding Tax Certificate) to employees by 15th February of following year, detailing their income and taxes withheld.

For SSS, PVF, WCF:

- Remit social security contribution for December with Form SPS 1-10 by 15th January of following year.
- Generate PVF Remittance Form to remit the December PVF contribution deducted from employee salary within 3 days of deduction.
- Generate Kor.Tor.20 Kor Report to notify SSO, actual annual wages paid to employees in the previous year to remit WCF contributions by the end of February of following year.