

# FAQs and Important Information

## on Starting Payroll



Most commonly referred to as the FEIN, this is the first step towards your company being ready to start payroll! We require IRS documentation of your FEIN to get an account started with us.

If you do not readily have that on hand, you can request a copy from the IRS be faxed or mailed to you.

**Have you registered for your Federal Employment Identification Number?**

### Have you registered for your State Tax ID(s)?

Each State and Locality have their own processes for issuing Tax IDs. If you are preparing your company to begin payroll and haven't already done so, we recommend calling your State for guidance on the registration process. If you have remote employees, or employees otherwise based in other States, you will want to register for Tax IDs in each applicable location. Documentation of your State and Local Tax ID's will be required, if you're unsure of what documentation you'll need for your company's circumstances please let your New Client Specialist know!

We offer Weekly, Bi-Weekly, Semi-Monthly, Monthly, and Quarterly frequencies. While State laws and Union agreements may affect your choice, you will otherwise want to choose a frequency that works best for you and your employees!

Since payroll is often the largest expense for small businesses, you'll want to consider if there is a period of time that will work best for your cash flow as well as your employees' needs.

**Have you decided how often you should run payroll?**

### Do you have a secure place to store your payroll records?

Whether it be a physical file, or a secure digital folder, you'll want to set aside a safe location for your payroll records. We offer 24/7 access to your Employer Portal to your Payroll Reports and Quarterly Returns so you can easily download these items to keep on file internally to stay in compliance with FLSA/SSA/IRS guidelines!

The IRS, for example, mandates that employers keep payroll records for four years! You'll want to be sure to check in with the States your company is active in to verify what recording requirements they may have.

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We'll take care of the New Hire Reporting, so you don't have to! Once you have established an active account with us, all you'll need to do is submit your new hire paperwork! Your New Client Specialist will go over the specifics with you during the implementation process.

To ensure you are in compliance, and that your employee's are taxed correctly, you'll want to be sure you're keeping records of your employee paperwork as well! Have your employee complete:

**What employee paperwork will you need to have on file?**

**I-9 Employment Eligibility Verification Form**

**Federal W-4 Withholding Certificate**

**State W-4 Withholding Certificate (where applicable)**

**Not sure where to get these forms? We have copies available for download on our website! Check out our Resources page for copies, or reach out to your New Client Specialist if you're unsure of whether your State has established their own version of a State W-4.**

**What benefits will you be offering?**

Now that the basics have been established, you'll also want to consider what sort of benefits you may want to offer your employees such as health insurance, retirement, and time off policies.

Some States have requirements for these, so you'll want to consider what policies your State has in place and what you would like to offer in addition!

Your CPA or financial advisor would be a good resource to help you decide what would be best for your company's particular circumstances.

**Still have questions on the process?**

Submit your New Client Inquiry on our Contact Us page to schedule a time to speak with one of our New Client Specialists!