



PAYROLL SET UP CHECKLIST

Company Information:

Provide company bank account information (Voided check); required for setting up E-payments to IRS and EDD and Employee Direct Deposits

Employer

C.A.T.S.
Tax Service

X

Set up E-Payment for IRS (EFTPS; EDD)

X

Set up Worker's Compensation Insurance

X

Direct Deposit Set-Up for employees pay

X

Acquire Employee Handbook (not required by law but highly recommended to ensure there aren't any discrepancies or questions about company policies)

X

Federal and State Law Employee Law Poster (May purchase from Chamber of Commerce-linked)

X

Compensation you give to your employees; hourly wages, salaried wages, bonuses, commissions, etc.

X

Benefits you offer your employees; SICK PAY (mandatory), optional: health insurance, dental insurance, 401K retirement plan, vacation pay, etc.

X

Employee Information:

Employee's completed W-4 Form (W-4 Form linked)

X

Employee's completed DE-4 Form (DE-4 Form linked)

X

Pay rate (hourly, salary, commission)

X

Pay Periods; options: Weekly, Bi-Weekly, Semi-Monthly

X

Paycheck deductions (401 (k), insurance, garnishments, etc.)

X

Sick hours option; Accrual (earned per hour worked min. 24 hours per year or Front Load 24 Hours per year min. per California Law)

X

Sick/Vacation hours balance tracking

X

Employee's Direct Deposit information (Direct Deposit Form linked)

X

X

Hire Date

X

Termination Date

X

Tax Information:

Set up of EDD account number

X

IRS Employer Tax ID# (SS-4 if not filed yet)

X

Payroll tax liability payments made electronically

X

Quarterly Payroll Report (941, DE9, DE9C)

X

Annual Payroll Report (940)

X

Annual W2/W3 filings (additional fee)

X