

## Checklist: Hiring Your First Employee

- If you haven't already, obtain an [employer identification number](#).
  - Obtain any state or local tax IDs, as necessary.
- Create an Employment Agreement for your business and the employee to execute.
- Is the target employee authorized to work in the United States?
  - Fill out [Form I-9, Employment Eligibility Verification](#) for each new employee.
- Register your business with your state's labor department.
- Obtain the necessary insurance in accordance with federal and state law.
  - [Workers' compensation](#) insurance, [unemployment](#) insurance, [disability](#) insurance, etc.
- Set up a payroll system for withholding taxes. Must include:
  - Federal Income Tax Withholding
    - Have target employee fill out [IRS Form W-4](#), Withholding Allowance Certificate
  - Federal Wage and Tax Statement
    - Have target employee fill out [IRS Form W-2](#)
  - [State Taxes](#)
- Report new employee to the appropriate [new hire reporting agency](#).
  - Federal: Report within 20 days
  - States: Varies by state
- File [IRS Form 940](#) to report your federal unemployment tax each year.
- Create an employee handbook and have the employee acknowledge receipt of the handbook in writing.
- Implement workplace safety measures that are compliant with the [Occupational Safety and Health Act](#) (OSHA).
- Display required [federal and state notices](#) regarding worker rights.
- Establish and maintain a personnel file for the target employee.
- Set up employee benefits in compliance with federal and state regulations.

**Should you require any assistance with the above, please feel free to contact us:**



 (917) 477-7942 |  [info@esports.law](mailto:info@esports.law) |  RogerQuiles#0412

*\* Nothing in this document is to be considered as legal or business advice, either generally or in connection with any specific issue or matter, and as such does not form any attorney-client relationship. This document is intended for general informational and educational purposes only. Users are responsible for obtaining legal or business advice from their own lawyer or other professional and should not rely on this document without seeking such advice. Quiles Law LLP explicitly disclaims all liability in connection with your usage of the document, and any and all warranties thereto. Copyright Quiles Law LLP, 2018. All rights reserved.*