

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:



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