

# Payroll To-Do List

Due Date	Payroll Task	Completed
-----	Check if you are hiring employees, contractors, or both	<input type="checkbox"/>
-----	Find a payroll expert to help you stay compliant	<input type="checkbox"/>
-----	Get an EIN from the IRS	<input type="checkbox"/>
-----	Register to have employees with your state	<input type="checkbox"/>
-----	Determine the tax forms needed and tax due dates	<input type="checkbox"/>
-----	Get insurance if needed, such as Workman's Comp.	<input type="checkbox"/>
-----	Hire a payroll expert or sign up for payroll software	<input type="checkbox"/>
-----	Establish your first pay date and pay frequency	<input type="checkbox"/>
-----	Choose your first pay date and pay frequency	<input type="checkbox"/>
-----	Pin down how much you will pay your employees and benefits you will offer	<input type="checkbox"/>
-----	Sign up for benefits such as health insurance and retirement	<input type="checkbox"/>
-----	Have your employee(s) fill out W-4 and I-9 forms	<input type="checkbox"/>
-----	Have your employee(s) fill out company paperwork	<input type="checkbox"/>