

PAYROLL COMPLIANCE CHECKLIST



Stay *compliant*, avoid costly mistakes, and keep your business running *smoothly*.



1. EMPLOYEE CLASSIFICATION REVIEW

Ensure all employees are correctly classified as W-2 employees or 1099 contractors.



2. PAYROLL TAX DEADLINES

Deposit payroll taxes on time and file quarterly and annual payroll tax returns as required.



3. TIMEKEEPING ACCURACY

Maintain accurate time records for all employees, including hours worked, breaks, and leave.



4. OVERTIME COMPLIANCE

Pay eligible employees overtime in accordance with FLSA and state requirements.



5. NEW HIRE DOCUMENTATION

Complete and retain all required new hire forms (I-9, W-4, state tax forms, etc.).



6. PAYROLL RECORD RETENTION

Keep payroll records for at least 3-7 years, depending on federal and state requirements.



7. FEDERAL & STATE TAX FILINGS

File all required federal, state, and local payroll tax returns accurately and on time.



8. WORKERS' COMPENSATION

Maintain active workers' compensation coverage as required by your state.



9. UNEMPLOYMENT INSURANCE

Pay unemployment taxes and comply with state unemployment insurance requirements.



10. BENEFIT PLAN COMPLIANCE

Ensure retirement plans, health benefits, and other deductions are administered correctly.



11. DATA SECURITY & PRIVACY

Protect employee payroll data and comply with data privacy regulations.



12. PAYROLL AUDITS & REVIEWS

Conduct regular payroll audits to identify and fix errors before they become costly.



BONUS: STAY INFORMED

Stay up to date on changes in payroll laws, tax rates, and compliance requirements.



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