

How to Do Payroll in Georgia

Use this downloadable checklist to help you stay on track!

✓	TASK
	<p>Step 1: Set up your business as an employer.</p> <p>To register your business for withholding and unemployment taxes in Georgia, you must have a Federal Employee Identification Number (EIN). Although it's not required, we also encourage you to enroll in the Electronic Federal Tax Payment System (EFTPS), making it easy to pay your federal taxes online or over the phone.</p> <ul style="list-style-type: none"><input type="checkbox"/> Applied for a Federal Employer Identification Number (EIN)<input type="checkbox"/> Enrolled for the Electronic Federal Tax Payment System (EFTPS)
	<p>Step 2: Register your business in Georgia.</p> <p>Any company that pays employees in Georgia must register with the Georgia Secretary of State. The Georgia Department of Revenue provides a comprehensive guide to help you tick all the boxes of proper registration, including how to calculate and withhold payroll taxes.</p> <ul style="list-style-type: none"><input type="checkbox"/> Registered with the Georgia Secretary of State<input type="checkbox"/> Registered with the Georgia Department of Revenue
	<p>Step 3. Set up your payroll process.</p> <p>You'll need to decide how often you're planning to pay employees, if you need to track work hours, which payroll forms you need to collect and when, how you'll perform payroll calculations, and so forth. To do this, you have three options (check off which option you're electing to use for tracking purposes):</p> <ul style="list-style-type: none"><input type="checkbox"/> Do payroll yourself<input type="checkbox"/> Use Excel payroll templates<input type="checkbox"/> Sign up for a payroll service
<input type="checkbox"/>	<p>Step 4: Collect employee payroll forms.</p> <p>The best time to collect payroll forms is during your new hire orientation. Required payroll forms for Georgia employees will include:</p> <ul style="list-style-type: none"><input type="checkbox"/> W-4<input type="checkbox"/> I-9<input type="checkbox"/> Direct deposit Authorization Form

	<input type="checkbox"/> Georgia W-4 Form
	<p>Step 5: Collect, review, and approve time sheets.</p> <p>You'll need to collect timesheets for all hourly employees and non-exempt salaried workers. To do this, you have three options to use (check off which option you're electing to use for tracking purposes):</p> <ul style="list-style-type: none"> <input type="checkbox"/> A paper timesheet <input type="checkbox"/> Free or low-cost time and attendance software <input type="checkbox"/> A payroll service that has a time and attendance system
	<p>Step 6: Calculate payroll (including taxes) and pay employees.</p> <p><i>You will need to calculate:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Payroll tax payments <input type="checkbox"/> Employee paycheck amounts <input type="checkbox"/> Paid time off balances <p>You can choose to pay employees in a number of different ways (i.e., cash, check, direct deposit, pay cards.) Federal taxes should be remitted through the EFTPS.</p>
	<p>Step 7: Pay federal and state payroll taxes.</p> <p>At each regular payroll run, you must pay federal and state taxes. The IRS provides instructions on paying federal taxes, and the Georgia Department of Revenue provides instructions on paying state taxes.</p>
	<p>Step 8: Save your payroll records.</p> <p>This step is often overlooked but is also one of the most important. It is vital that you keep detailed payroll records showing that you have regularly and correctly paid every employee, as well as state and federal taxes.</p> <p>Federal law requires you to maintain these records for three to four years, and Georgia's law aligns for all private employers.</p>
	<p>Step 9: Process annual payroll reports:</p> <p>Every employer, regardless of which state your business is in, will need to complete W-2s for all employees and 1099s for independent contractors. By law, you must provide all employees and contractors with their annual tax form no later than January 31 of the following year.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Generated W-2s for all employees <ul style="list-style-type: none"> <input type="checkbox"/> Distributed to employees <input type="checkbox"/> Filed with appropriate government agencies

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