How to Do Payroll in Connecticut

Use this downloadable checklist to help you stay on track!

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| ✔ | **TASK** |
|  | **Step 1: Set up your business as an employer.**  To register your business for withholding and unemployment taxes in Connecticut, you must have a [Federal Employee Identification Number](https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online) (FEIN). Although it’s not required, we also encourage you to enroll in the [Electronic Federal Tax Payment System](https://www.eftps.gov/eftps/) (EFTPS), making it easy to pay your federal taxes online or over the phone.  Applied for a Federal Employer Identification Number (FEIN)  Enrolled for the Electronic Federal Tax Payment System (EFTPS) |
|  | **Step 2: Register with the state of Connecticut.**  At the state level, you need to register with the Connecticut Department of Revenue Services. To do so, you need to complete an application on [myconneCT](https://drs.ct.gov/eservices/_/#3). Have your FEIN and business information including bank account and SSN of responsible owners ready. |
|  | **Step 3. Set up your payroll process.**  You’ll need to decide [how often you’re planning to pay employees](https://fitsmallbusiness.com/pay-period/), 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):  [Do payroll yourself](https://fitsmallbusiness.com/how-to-do-payroll/)  Use [Excel payroll templates](https://fitsmallbusiness.com/free-payroll-template/)  Sign up for a [payroll service](https://fitsmallbusiness.com/best-payroll-services/) |
|  | **Step 4: Collect employee payroll forms.**  The best time to collect payroll forms is during your new hire orientation. Required payroll forms for Connecticut employees will include:  Federal Form [W-4](https://fitsmallbusiness.com/what-is-w4-form/)  Connecticut State Form [CT-W4](https://portal.ct.gov/-/media/DRS/Forms/2022/WTH/CT-W4_1221.pdf)  [I-9](https://fitsmallbusiness.com/i-9-form/)  [Direct deposit authorization form](https://fitsmallbusiness.com/wp-content/uploads/2022/05/Direct-Deposit-Authorization-Form.pdf) |

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|  | **Step 5: Collect, review, and approve time sheets.**  You’ll need to collect timesheets for all hourly employees and [non-exempt salaried](https://fitsmallbusiness.com/exempt-vs-non-exempt-employees/)  [workers](https://fitsmallbusiness.com/exempt-vs-non-exempt-employees/). To do this, you have three options to use (check off which option you’re electing to use for tracking purposes):  A [paper timesheet](https://fitsmallbusiness.com/timesheet-templates/)  Free or low-cost [time and attendance software](https://fitsmallbusiness.com/best-time-and-attendance-software/)  A payroll service that has a time and attendance system |
|  | **Step 6: Calculate employee gross pay and taxes and pay employees.**  Calculate Gross Pay  Calculate FICA, FUTA & Income Taxes to withhold/pay  Perform any other payroll calculations, such as for expense reimbursement  Calculate net payroll  Decide to pay using check, paycard, or direct deposit |
|  | **Step 7: File payroll taxes with the federal and state governments.**  Pay federal taxes  Pay Connecticut state taxes  Pay Connecticut state taxes per schedule (Find dates [here](https://portal.ct.gov/DRS/Businesses/New-Business-Portal/Managing-Withholding-Tax#what)) |
|  | **Step 8: Document and store your payroll records.**  As with any business record, you want to make sure you have a copy for at least three years. IRA and 401(k) records should be maintained for four years. |
|  | **Step 9: Do year-end payroll tax reports.**  Distribute federal [Forms W-2](https://www.irs.gov/pub/irs-pdf/fw2.pdf) forms (for employees) by Jan 31  File federal W-2 with IRS by Jan. 31; if you have <250 employees, you can file by Feb. 28  Distribute Connecticut state W-2 forms by Jan. 31  File Connecticut state W-3 forms with Connecticut Dept. of Revenue electronically by Jan 31  Distribute [1099](https://www.irs.gov/pub/irs-pdf/f1099msc.pdf) forms (for contractors) by Jan. 31  File 1099 form with IRS by March 1 if mailing or March 31 if submitting electronically |