

# How to Do Payroll in Utah

Use this downloadable checklist to help you stay on track!

✓	TASK
	<p><b>Step 1: Set up your business as an employer.</b></p> <p>At the federal level, you need your Employer ID Number (EIN) and an account in the <a href="#">Electronic Federal Tax Payment System</a> (EFTPS).</p> <ul style="list-style-type: none"><li>• Applied for a Federal Employer Identification Number (EIN)</li><li>• Enrolled for the Electronic Federal Tax Payment System (EFTPS)</li></ul>
	<p><b>Step 2: Register your business with the State of Utah</b></p> <ul style="list-style-type: none"><li>• Register on the <a href="#">Utah OneStop Online Business Registration System</a> website, if your business is new.</li><li>• Register with the <a href="#">Utah State Tax Commission</a>.</li></ul>
	<p><b>Step 3: Set up your payroll process.</b> If your business is new, you need to develop a payroll process from scratch. You'll need to decide when you plan to pay employees, how often, and what payment methods you'll offer.</p> <ul style="list-style-type: none"><li>• Determine your <a href="#">pay periods</a></li><li>• Choose your <a href="#">methods of payment</a></li></ul>
	<p><b>Step 4: Collect employee payroll forms.</b></p> <p>This is easiest to do during onboarding. Forms include:</p> <ul style="list-style-type: none"><li>• Federal Form <a href="#">W-4</a></li><li>• <a href="#">I-9</a></li><li>• <a href="#">Direct deposit authorization form</a></li></ul>
	<p><b>Step 5: Collect, review, and approve time sheets.</b> If you have hourly or nonexempt employees, you'll need a way to <a href="#">track employee work hours</a>. Most small business owners create their own time sheets or use time and attendance software, some of which have</p>

	<p>free plans.</p> <ul style="list-style-type: none"> <li>• A <a href="#">paper timesheet</a></li> <li>• Free or low-cost <a href="#">time and attendance software</a></li> <li>• A payroll service that has a time and attendance system</li> </ul>
	<p><b>Step 6: Calculate payroll.</b></p> <p>You'll need to make several <a href="#">payroll calculations</a>, including totaling hours worked (use our <a href="#">free timecard calculator</a> to help), gross pay, paycheck deductions, tax withholdings, benefit premiums, etc. An <a href="#">Excel payroll template</a> or <a href="#">payroll software</a> can help automate this step.</p> <ul style="list-style-type: none"> <li>• Calculate Gross Pay</li> <li>• Calculate FICA, FUTA &amp; Income Taxes to withhold/pay</li> <li>• Perform any other payroll calculations, i.e., for expense reimbursement</li> <li>• Calculate net payroll</li> </ul>
	<p><b>Step 7: Pay employees, benefits, and taxes.</b> Follow the IRS instructions for federal taxes, including unemployment.</p> <ul style="list-style-type: none"> <li>• Remit payroll payment to employees via check, paycard, direct deposit</li> <li>• Send all benefit payments to providers</li> <li>• Pay federal taxes</li> <li>• Pay <a href="#">Utah state taxes online</a></li> <li>• Pay federal unemployment taxes</li> </ul>
	<p><b>Step 8. Document and store your payroll records.</b> <a href="#">Utah requires businesses</a> to keep record of all hours worked and wages paid to each employee, including their name, address, and date of birth, for at least three years. This mirrors the Fair Labor Standards Act (FLSA) <a href="#">recordkeeping requirements</a>.</p> <ul style="list-style-type: none"> <li>• Decide how you'll store payroll records (paper file system, electronic folders, software)</li> </ul>
	<p><b>Step 9. File payroll taxes with the federal and Utah state government.</b> All Utah state taxes need to be paid to the applicable state agency on the schedule provided, usually quarterly. Federal taxes are paid either monthly or semiweekly, depending on your schedule.</p> <ul style="list-style-type: none"> <li>• Pay online at the <a href="#">Utah State Tax Commission</a> website</li> <li>• Pay federal taxes online using the <a href="#">EFTPS</a></li> <li>• File <a href="#">Form 941</a> quarterly or <a href="#">Form 944</a> annually</li> </ul>

	<p><b>Step 10. File year-end reports.</b> Send the federal Forms <a href="#">W-2s</a> (for employees) and <a href="#">1099s</a> (for contractors) by Jan. 31 following the year for which you're reporting. You'll also need to send copies to the IRS along with a summary form for each.</p> <ul style="list-style-type: none"><li>• Distribute federal <a href="#">Forms W-2</a> forms (for employees) by Jan 31</li><li>• File federal W-2 with IRS by Jan. 31; if you have &lt;250 employees, you can file by Feb. 28</li><li>• Distribute <a href="#">1099</a> forms (for contractors) by Jan. 31</li><li>• File 1099 form with IRS by March 1 if mailing or March 31 if submitting electronically</li></ul>