

How to Do Payroll in South Dakota

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 South Dakota, 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 in the Electronic Federal Tax Payment System (EFTPS)
	<p>Step 2: Register with the state of South Dakota.</p> <p>You need to register with the South Dakota Secretary of State and the South Dakota Department of Revenue.</p> <ul style="list-style-type: none"><input type="checkbox"/> Register with the South Dakota Secretary of State<input type="checkbox"/> Register with the South Dakota 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
	<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 South Dakota employees will include:</p> <ul style="list-style-type: none"><input type="checkbox"/> Federal Form W-4<input type="checkbox"/> I-9<input type="checkbox"/> Direct deposit Authorization 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 employee gross pay and taxes.</p> <p>You can choose to pay employees in a variety of different ways (i.e., cash, check, direct deposit, pay cards). Federal taxes should be paid through the EFTPS.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Calculate Gross Pay <input type="checkbox"/> Calculate FICA, FUTA & Income Taxes to withhold/pay <input type="checkbox"/> Perform any other payroll calculations, i.e., for expense reimbursement
	<p>Step 7: Pay employee wages, benefits, and taxes.</p> <p>Most companies today pay all employees through direct deposit, but cash and paper checks are also options. South Dakota has a minimum wage of \$10.80 per hour, higher than the federal minimum wage of \$7.25 per hour.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pay employees
	<p>Step 8: File payroll taxes with the federal and state government.</p> <p>All South Dakota state taxes need to be paid to the applicable state agency on the schedule provided, usually quarterly, which you can do online at the South Dakota Department of Revenue website.</p> <p>To pay federal taxes, you can make those payments online using the EFTPS on one of the following two schedules:</p> <ul style="list-style-type: none"> ● Monthly: When the IRS assigns you a monthly schedule, you need to deposit employment taxes on payments made during a calendar month by the 15th of the following month. ● Semiweekly: When the IRS assigns you a semiweekly schedule, you must deposit employment taxes for payments made Wednesday, Thursday, and Friday by the following Wednesday, and for payments made Saturday, Sunday, Monday, and Tuesday, by the following Friday. <ul style="list-style-type: none"> <input type="checkbox"/> File federal taxes <input type="checkbox"/> Pay state taxes

Step 9: 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. Arkansas law requires companies to keep the following information for at least four years:

- All check stubs and canceled checks
- Cash receipts and disbursement records
- Accounting records (e.g., payroll journal, general journal, and general ledger)
- Copies of federal and state tax reports
- Copies of payroll filings (W-2s and W-3s)
- For each pay period:
 - The beginning and ending dates of each pay period
 - Total amount and date paid for each pay period
 - The day in each week where the most employees worked and how many employees worked on that date
- For each worker, the:
 - Biographical information (first and last name, Social Security number)
 - Hire information (hire, rehire, and/or return to work dates)
 - Termination information (termination date and reason)
 - Amount paid to each employee for each pay period and quarterly
 - Date and amount of supplemental payments (e.g., bonuses, gifts, and/or commissions)
 - Work location

Step 10: Do year-end payroll tax reports.

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.

- Generated W-2s for all employees
 - Distributed to employees
 - Filed with appropriate government agencies
- Generated 1099s for all contractors
 - Distributed to employees
 - Filed with appropriate government agencies