

How to Do Payroll in Wyoming

Use this downloadable checklist to help you stay on track!

✓	TASK
	<p>Step 1: Set up your business as an employer.</p> <p>At the federal level, you need your Employer ID Number (EIN) and an account in the Electronic Federal Tax Payment System (EFTPS).</p> <ul style="list-style-type: none">• Applied for a Federal Employer Identification Number (EIN)• Enrolled for the Electronic Federal Tax Payment System (EFTPS)
	<p>Step 2: Register your business with the State of Wyoming.</p> <ul style="list-style-type: none">• Register on the Wyoming Secretary of State's website, if your business is new.• Register with the Wyoming Department of Revenue.
	<p>Step 3: Set up your payroll process. If your business is new, you need to develop a payroll process from scratch. You can opt to process payroll by hand (not recommended), set up an Excel payroll template, or sign up for a payroll service to help you handle your Wyoming payroll.</p> <p>You'll need to decide when you plan to pay employees, how often, and what payment methods you'll offer. Wyoming does have a few rules about pay frequency, so you can set the best schedule for your business and workers. Semimonthly is the standard.</p> <ul style="list-style-type: none">• Determine your pay periods• Choose your methods of payment
	<p>Step 4: Have employees fill out relevant forms.</p> <p>This is easiest if you do it during onboarding. Forms include:</p> <ul style="list-style-type: none">• Federal Form W-4• I-9• Direct deposit authorization form

	<p>Step 5: Collect, review, and approve time sheets. If you have hourly or nonexempt employees, you'll need a way to track employee work hours. Most small business owners create their own time sheets or use time and attendance software, some of which have free plans.</p> <ul style="list-style-type: none"> • A paper timesheet • Free or low-cost time and attendance software • A payroll service that has a time and attendance system
	<p>Step 6: Calculate employee gross pay and taxes.</p> <p>You'll need to make several payroll calculations, including totaling hours worked (use our free timecard calculator to help), gross pay, paycheck deductions, tax withholdings, benefit premiums, etc.</p> <ul style="list-style-type: none"> • Calculate Gross Pay • Calculate FICA, FUTA & Income Taxes to withhold/pay • Perform any other payroll calculations, i.e., for expense reimbursement • Calculate net payroll
	<p>Step 7: Pay employee wages, benefits, and taxes. Follow the IRS instructions for federal taxes, including unemployment.</p> <ul style="list-style-type: none"> • Remit payroll payment to employees via check, paycard, direct deposit • Send all benefit payments to providers • Pay federal taxes • Pay Wyoming state unemployment taxes online • Pay federal unemployment taxes
	<p>Step 8. Document and store your payroll records. Wyoming requires businesses to keep records of all hours worked and wages paid to each employee, including their name, address, and date of birth, for at least two years. Federal recordkeeping requirements dictate that you keep general payroll documents for three years and payroll tax documents for four years.</p> <ul style="list-style-type: none"> • Decide how you'll store payroll records (paper file system, electronic folders, software)
	<p>Step 9. File payroll taxes with the federal and state government. All Wyoming state taxes need to be paid to the applicable state agency on the schedule provided, usually</p>

	<p>quarterly. Federal taxes are paid either monthly or semiweekly, depending on your schedule.</p> <ul style="list-style-type: none">• Pay online at the Wyoming Internet Filing System for Business website• Pay federal taxes online using the EFTPS• File Form 941 quarterly or Form 944 annually
	<p>Step 10. Complete year-end payroll reports. Send the federal Forms W-2s (for employees) and 1099s (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">• Distribute federal Forms W-2 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 1099 forms (for contractors) by Jan. 31• File 1099 form with IRS by March 1 if mailing or March 31 if submitting electronically