

# How to Do Payroll in New Jersey

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>To register your business for withholding and unemployment taxes in New Jersey, you must have a: <a href="#">Federal Employee Identification Number</a> (EIN) Although it's not required, we also encourage you to enroll in the <a href="#">Electronic Federal Tax Payment System</a> (EFTPS), making it easy to pay your federal taxes online or over the phone.</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 with New Jersey.</b></p> <p>Register at the <a href="#">Division of Revenue and Enterprise Services</a>. Once you have your EIN, you need to fill out the certificate of formation and file the tax/employer registration form, <a href="#">NJ-REG</a>. You can do this <a href="#">online</a>.</p> <ul style="list-style-type: none"><li>• Completed the Certificate of Formation</li><li>• Filed the Tax/Employer Registration Form (NJ-REG)</li></ul>
	<p><b>Step 3. Set up your payroll process.</b></p> <p>You'll need to decide <a href="#">how often you're planning to pay employees</a>, 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. You can opt <a href="#">to do payroll yourself</a>, utilize <a href="#">Excel payroll templates</a>, or sign up for a <a href="#">payroll service</a>.</p>
	<p><b>Step 4: Collect employee payroll forms.</b></p> <p>These forms are best filled out during employee onboarding. <a href="#">Employee forms</a> include:</p> <ul style="list-style-type: none"><li>• <a href="#">W-4</a></li><li>• <a href="#">I-9</a></li><li>• <a href="#">Direct Deposit Authorization Form</a></li></ul> <p>For New Jersey, employees fill out:</p> <ul style="list-style-type: none"><li>• <a href="#">NJ W-4</a></li><li>• <a href="#">NJ-165</a> (ONLY for Pennsylvania residents under your employment to pay taxes in their state only)</li></ul>
	<p><b>Step 5: Collect, review, and approve time sheets.</b></p>

	<p>You'll need to collect timesheets for all hourly employees and <a href="#">non-exempt salaried workers</a>. 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"> <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 (including taxes) and pay employees.</b></p> <p><i>You will need to calculate:</i></p> <ul style="list-style-type: none"> <li>• Payroll tax payments</li> <li>• Employee paycheck amounts</li> <li>• Paid time off balances</li> </ul> <p>You can choose to <a href="#">pay employees in a number of different ways</a> (i.e., cash, check, direct deposit, pay cards.) Federal taxes should be remitted through the <a href="#">EFTPS</a>.</p>
	<p><b>Step 7: File payroll taxes with the federal and New Jersey state government.</b></p> <p>Follow the IRS instructions for federal taxes, including unemployment.</p> <p>To file New Jersey taxes and unemployment insurance, you'll <a href="#">file online here</a>. You need your state tax ID number and PIN.</p> <p><b>New Jersey Income Taxes:</b> New Jersey state taxes are due:</p> <ul style="list-style-type: none"> <li>• April 30</li> <li>• July 30</li> <li>• October 30</li> <li>• January 30</li> </ul> <p>Fill out and file the <a href="#">NJ-W3</a> and submit with the <a href="#">IRS W-2</a> and <a href="#">1099</a>.</p> <p><b>State Unemployment Insurance (SUTA):</b> Employers must file the <a href="#">Forms NJ-927</a> and WR-30 by the following dates:</p> <ul style="list-style-type: none"> <li>• Q1 - April 30</li> <li>• Q2 - July 30</li> <li>• Q3 - October 30</li> <li>• Q4 - January 30</li> </ul>
	<p><b>Step 8. Document and store your payroll records.</b></p> <p>New Jersey requires you to keep records on employees for at least six years. Information should include contact information, hours worked and pay, itemized deductions, and the birthdate of the employee if under 18.</p>
	<p><b>Step 9. Do year-end payroll tax reports.</b></p> <ul style="list-style-type: none"> <li>• Send the federal Forms W-2 (for employees)</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Send federal Forms 1099 (for contractors)</li><li>• Submit the <a href="#">NJ-W3-G</a> for year-end reporting of gross taxable income</li></ul> |
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