

How to Do Payroll in Florida

Use this downloadable checklist to help you stay on track!

✓	TASK
	Step 1: Set up your business as an employer. To register your business for withholding and unemployment taxes in Florida, 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. ☐ Applied for a Federal Employer Identification Number (EIN) ☐ Enrolled in the Electronic Federal Tax Payment System (EFTPS)
	Step 2: Register with Florida. Fill out the form DR-1 and submit it to a Department of Record Service Center or online. Use the guide to completing the DR-1 for help. Enroll for e-Services to submit the form and pay taxes online. ☐ Fill out the DR-1 ☐ Register for online services
	Step 3: Set up your payroll process. 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): ☐ Do payroll yourself ☐ Use Excel payroll templates ☐ Sign up for a payroll service
	Step 4: Collect employee payroll forms. The best time to collect payroll forms is during your new hire orientation. Required payroll forms for Florida employees will include: ☐ Federal Form W-4 ☐ I-9 ☐ Direct Deposit Authorization Form
	Step 5: Collect, review, and approve time sheets.

	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): ☐ A paper timesheet ☐ Free or low-cost time and attendance software ☐ A payroll service that has a time and attendance system
	Step 6: Calculate payroll and pay employees. You can choose to pay employees in a variety of different ways (i.e., cash, check, direct deposit, pay cards). ☐ Calculate Gross Pay ☐ Calculate FICA, FUTA & Income Taxes to withhold/pay ☐ Perform any other payroll calculations, i.e., for expense reimbursement
	Step 7: File payroll taxes with the federal government. The IRS has forms and instructions on filing federal taxes, including unemployment. You can also order official tax forms from the IRS. ☐ Pay federal taxes - can be online using the EFTPS
	Step 8: File payroll taxes with the state of Florida. Fill out the Form RT-6. If you had 10 or more employees in any calendar quarter of the past fiscal year, you need to file electronically. Otherwise, you can file via paper, but the forms need to be color copies. You can print them if you have a color printer. You can pay your quarterly amount all at once or choose to pay in installments for a \$5 fee. Reemployment (also known as unemployment) tax reports are due quarterly, even if you have no employees or wages to report. ☐ Pay state taxes - can be online with the Florida Department of Revenue for those with 10 or more employees
	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.
	Step 10: Complete 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.
--	---

- | | |
|--|--|
| | <ul style="list-style-type: none">☐ Generated W-2s for all employees<ul style="list-style-type: none">☐ Distributed to employees☐ Filed with appropriate government agencies☐ Generated 1099s for all contractors<ul style="list-style-type: none">☐ Distributed to employees☐ Filed with appropriate government agencies |
|--|--|