

Employee Payroll Forms – For Newly Hired Employees

Employment Eligibility Verification/Form I-9

Employee fills out the top half.
Employer reviews documents and completes bottom half.
May wish to photocopy the documents and attach to the form.
Have a completed form on hand for every employee.
Download forms and instructions: <http://uscis.gov/files/i-9.pdf>

Federal and State Withholding/Form W-4

Employee fills out form. Have a completed form on hand for every employee.
Special reporting is needed if the employee claims
(a) more than 10 withholding allowances or (b) exemptions from withholding.
Download forms: www.irs.gov/pub/irs-pdf/fw4.pdf

Minnesota New Hire Reporting Form

Employee does not need to see this form as employer will usually obtain the information needed from the first two forms. Information on all new hires is to be forwarded to the state within 15 days of hiring. Submit via mail, fax or the web.
Download forms: <http://newhire-reporting.com/Downloads/MNform.pdf>

Earned Income Credit Advance Payment Certificate/Form W-5

Optional - Have this form available to use if requested by the employee.
**If used, the employee must update this form annually or whenever circumstances change.
Download forms: www.irs.gov/pub/irs-pdf/fw5.pdf

IRS Form W-11; Payroll Tax Credit for Hiring Unemployed Workers (HIRE)

If your business adds a new employee (after Feb. 3 and anytime the rest of 2010) and if that person was unemployed for sixty day prior to this hire – THEN, your business may be able to save 6.2% of their wages. This is the employer's share of Social Security taxes.
Download forms: www.irs.gov/pub/irs-pdf/fw11.pdf

IRS Form 8850; Federal Work Opportunity Tax Credit (WOTC)

If your business hires ex-offenders, qualified veterans, disconnected youth or MFIP, food stamp or SSI recipients - you might receive a credit of up to \$2,400 per employee for their first year of employment. If the employee is a member of a targeted group, submit the completed form within 28 days of hiring to: Fran Regan, MN Dept. of Employment & Economic Dev.,
Fax: 651-297-7722 or e-mail: fran.regan@state.mn.us.
More information at Instructions: <http://www.irs.gov/pub/irs-pdf/i8850.pdf>
Download forms: www.irs.gov/pub/irs-pdf/f8850.pdf