

Wisconsin Employer Checklist

Set up your business with the appropriate State and Federal agencies:

- ✓ Register as an employer with the Federal government at www.IRS.gov "Internet EIN application".
- ✓ Apply for a Wisconsin Withholding Tax Account (WTN): You must submit an Application for Business Tax Registration (BTR) to the Wisconsin Department of Revenue. You may apply using the Form BTR-101 or using the Business Tax Online Registration at www.revenue.wi.gov. The initial (BTR) application fee is \$20 and is valid for two years. The BTR certificate must be renewed every two years. The renewal fee is \$10. For more information see Business Tax Registration.
- ✓ Once you receive your EIN, register at www.EFTPS.gov to deposit Federal Income Tax withholding and SS/Medicare electronically.
- ✓ Apply for your Wisconsin State Unemployment Insurance at <http://www.dwd.state.wi.us/ui/>. Follow the "On-line Employer Services" options to register your business for State Unemployment Insurance (SUI).
- ✓ Order your Labor Posters and post in a prominent place in your business. www.dwd.state.wi.us/dwd/posters.htm
- ✓ Contact your insurance agent to add Workmen's Compensation to your business insurance policy.

When hiring a new employee:

- ✓ Have new employees fill out **Form I-9**, Employment Eligibility Verification and **Form W-4**, Employee's Withholding Allowance Certificate, and **WT-4**, Wisconsin Employee's Withholding Allowance Certificate.
- ✓ If your employees qualify for and want to receive advanced earned income credit payments, they must give you a completed **Form W-5**, Earned Income Credit Advanced Payment Certificate.
- ✓ It is advisable to set up a separate file for each employee that holds these forms as well as any performance reviews, etc.
- ✓ Employers must submit copies of all WT-4 forms filled out by new hires. The WT-4 must be sent to the Department of Workforce Development, New Hire Reporting, P. O. Box 14431, Madison, WI 53708-0431. New Hire WT-4 forms may also be faxed toll free to Department of Workforce Development at 1-800-277-8075 or submitted on-line at www.dwd.state.wi.us/ui.
- ✓ Enter the employee's information from their W-4 and WT-4 into the payroll program or forward the information to your accountant for payroll purposes.

Employer's Tax Guide (Publication 15) and Employer's Supplemental Tax Guide (Publication 15-A) can be used to calculate tax withholding of Federal Income Taxes and Social Security/Medicare Taxes if you are not using a payroll program.