



Alaska Small Business Development Center

UNIVERSITY of ALASKA ANCHORAGE

Hiring Your First Employee Checklist for Employers

1. Obtain an Employer Identification Number (EIN)

An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity. You can apply for your EIN with the IRS and find all additional information regarding EIN numbers by [checking here on the IRS website](#).

2. Set Up Records for Withholding Taxes

Federal Income Tax Withholdings

Every employee must provide an employer with a signed W4 on or before the date of employment. Additional information can be found for employers by reviewing the [Employer's Tax Guide](#).

Federal Wage and Tax Statements

Every year employers must report to the federal government wages paid and taxes withheld for each employee. Additional information on the Wage and Tax Statements can be found by [visiting here](#).

Alaska State Tax Information

The State of Alaska currently does not have an individual income tax, therefore no employee withholding for state income tax is required. For information on unemployment taxes, or workers compensation, contact the [Alaska Department of Labor](#).

3. Employee Eligibility Verification

Federal law requires employers verify and employees eligibility to work in the United States. Within 3 days of hire, employers must complete Form I-9, requiring employers to examine documents to confirm the employee's citizenship or eligibility to work in the U.S. More information on requirements and how to verify employees can be found [here](#).

4. Register with Your States New Hire Reporting Program

Alaska Employers will find all information on proper reporting by visiting [The Department of Revenue site.](#)

5. Obtain Worker's Compensation Insurance

Workers' Compensation Requirements for the Employer can be found by visiting [The Division of Workers Compensation site.](#)

6. Post all Required Notices

Employers are required to display certain posters in the workplace that inform employees of their rights and employer responsibilities under labor laws. For more information on required postings for your business, please begin by researching [The Division of Standards and Safety site.](#)

Additional Information on the Alaska Occupational Safety and Health Program (AKOSH) can be found [here.](#)

7. Set Up Accurate Record Keeping

Record Keeping Requirements for Alaska Employers Can be found by visiting [The Alaska Department of Labor and Workforce Development posting.](#)

8. File Your Taxes!