



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 Accurate Record Keeping

3. Payroll Record Keeping Overview

The Department of Commerce, Community, and Economic Development for the State of Alaska has created a website with a comprehensive list of resources for payroll record keeping and frequently asked questions. [Visit this site here](#).

At a minimum, the following are required A federal form [W-4](#) and a federal form [I-9](#), filled out by the employee providing the employee's personal information and verifying the employee's eligibility to work in the U.S.

- a. Register to make your federal tax deposits (employee withholding, social security, and medicare) using [Electronic Federal Payment System \(EFTPS\)](#) to your federally approved financial institution;
- b. A [federal form 941](#) to make quarterly withholding and payment reports to the federal government;
- c. A [federal form W-2](#) to make annual withholding and payment reports to the employee and federal government;
- d. A [federal form W-3](#) to transmit the W-2s;
- e. A State Department of Labor Employer's [Quarterly report form](#); and
- f. [Federal publication 15 Circular E](#) in order to calculate the employee's federal withholding tax, unless you have a payroll program that already contains this information.

4. Set Up Records for Withholding Taxes

5. 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 [Understanding Employment Taxes](#).

6. Federal Wage and Tax Statement

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](#).



7. 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](#).

8. Employee Eligibility Verification

Federal law requires employers to verify 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](#).

9. Register with Your States New Hire Reporting Program

Alaska Employers will find all information on proper reporting by visiting [My Alaska](#) and searching for New Hire.

10. Obtain Worker's Compensation Insurance

Workers' Compensation Requirements for the Employer can be found by visiting [The Division of Workers Compensation site](#). Insurance coverage is obtained from commercial insurance carriers. Employers should contact their insurance agent or broker for assistance in acquiring a workers' compensation policy for their business.

11. 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](#).

12. File Your Taxes!

13. Employment Tax Due Dates

Generally, employers must report wages, tips, and other compensation paid to an employee by filing the required form(s) to the IRS. Information on reporting due dates [can be found here](#). All employment tax forms can be found [here](#).