

## Southern Tier Bookkeeping — Seasonal Hiring Payroll Checklist

*Concierge bookkeeping for growing businesses — turning financial chaos into clarity.*

| Task                                                    | Purpose / Why it matters                        | Responsible Party         | Timing / Deadline                                      | Documents / Info Needed                           | Priority | Status                   |
|---------------------------------------------------------|-------------------------------------------------|---------------------------|--------------------------------------------------------|---------------------------------------------------|----------|--------------------------|
| Confirm worker classification (employee vs. contractor) | Misclassification triggers IRS/DOL penalties.   | Client                    | Before hire                                            | Job description, control level, written agreement | High     | <input type="checkbox"/> |
| Collect completed Form W-4 (employee)                   | Sets up federal income tax withholding.         | Employee / Client         | Before 1st payroll                                     | Form W-4                                          | High     | <input type="checkbox"/> |
| Collect completed Form I-9                              | Confirms legal work eligibility.                | Client                    | By employee's first day; verify within 3 business days | ID docs (passport OR driver's license + SS card)  | High     | <input type="checkbox"/> |
| Report new hire to state agency                         | Required to track child support & unemployment. | Client / Payroll Provider | Within 7–20 days of hire                               | Employee name, SSN, hire date                     | High     | <input type="checkbox"/> |
| Gather W-9 for contractors                              | Needed for 1099-NEC reporting.                  | Contractor / Client       | Before 1st payment                                     | Form W-9                                          | High     | <input type="checkbox"/> |
| Set pay schedule & calendar                             | Aligns payroll frequency with state rules.      | Client / Payroll Provider | Before first payroll run                               | Pay frequency policy                              | Medium   | <input type="checkbox"/> |
| Confirm SUTA & workers' comp                            | Required for employee coverage.                 | Client                    | Pre-hire                                               | Account numbers, policy docs                      | High     | <input type="checkbox"/> |
| Post labor law notices                                  | Compliance with DOL posting rules.              | Client                    | Before start date                                      | Posters (Fed + State)                             | Medium   | <input type="checkbox"/> |
| Timesheet & overtime policy                             | Avoids wage/hour violations.                    | Client                    | Before first shift                                     | Written policy                                    | High     | <input type="checkbox"/> |
| Final pay when season ends                              | Required timing varies by state.                | Client / Payroll Provider | On last day or within state deadline                   | Final hours, deductions                           | High     | <input type="checkbox"/> |
| Issue Form W-2 (employees)                              | Required for tax filing.                        | Payroll Provider          | By Jan 31                                              | Payroll data                                      | High     | <input type="checkbox"/> |
| Issue Form 1099-NEC (contractors)                       | Required for tax filing.                        | Bookkeeper                | By Jan 31                                              | W-9 data                                          | High     | <input type="checkbox"/> |