

### WAGES / METHOD OF PAY / PAY PERIOD:

Determine the following:

1

What wages will I pay each employee, is there a set schedule for raises that I should make my bookkeeper aware of?

2

Will I pay via check or direct deposit?

3

What date will pay day be, how I will I track time for hours paid?

### REGISTRATION WITH THE FOLLOWING AGENCIES:

1

Federal EFTPS – This is where you will pay federal taxes, due the 15th of the following month. Ex: Any May payroll taxes are due by June 15th. These amounts are reflected as the federal tax amount withheld from the employee, in addition to the social security and medicare wages withheld from the employee AND the employer match.

2

Montana Withholding – To pay Montana payroll taxes, this amount matches what is withheld from the employer.

3

Montana Unemployment Insurance Agency – These are paid on a quarterly basis through quarterly reporting. Calculated from the percentage assigned to you as an employer from the State.

### DOCUMENTATION NEEDED:

**W4**

this form reflects  
the tax withholdings  
of the employee



**19**

this form confirms  
citizenship requirements  
of the employee



**Direct Deposit**

if applicable this form  
reflects the account  
information of the  
employee

