

The "Big Picture"

Pre-Hiring		Employer Responsibilities			
Employer	Employee	Each Pay Period	Monthly (or so...)	Quarterly	Annually
<u>Registration</u> Federal: SS-4 MDOR: Register Online by eServices	<u>Required Forms</u> I-9 W-4 / W-4MN MWR	<u>Withhold</u> Fed'l Income Tax Social Security Medicare MN Income Tax Child Support	<u>Deposit Federal Tax</u> EFTPS <u>Deposit State Tax</u> EFT Preferred - Required in some cases	<u>Federal</u> Form 941 <u>State</u> File MN Quarterly Return Online by eServices Report Wages & Pay Tax Online	<u>Federal</u> Form 940 W-2 W-3 1099 Forms <u>State</u> File W-2s Online & 1099s (if MN Withholding) <u>Other</u> Renew Worker's Comp Policy
	<u>Other</u> Acquire Worker's Compensation Insurance BEFORE you have employees				

Legend

Federal (IRS)	MN Unemployment (DEED)	Worker's Compensation
MN Revenue (MDOR)	MN Human Services (MDHS)	