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## **Subject: New Hire Payroll Forms**

**When you hire a new employee, it is important to complete all required payroll forms. These forms include the Indiana New Hire Reporting Form, W-4, WH-4, and the I-9 form.**

### **Indiana New Hire Reporting Form**

New hire reporting was created in 1996 to improve the child support income withholding process. All employers are required to report new hires, rehires, re-called employees, and temporary employees within 20 days of hire to the Department of Workforce Development. Indiana offers various electronic and non-electronic submission options. Unless the client prefers to do this inhouse, **AccuPay will complete the new hire reporting process for our clients. All new hires will be reported to the state (Indiana or otherwise) the first time the employee is paid.**

### **W-4 Employee's Withholding Allowance Certificate**

The W-4 form is used to determine the correct amount of federal withholding to deduct from the employee's payroll. This form should be completed by the employee when they are hired and anytime their financial situation changes. Each employee should review their federal withholding and determine if additional withholding is necessary. The W-4 form provides an option to have an additional flat dollar amount withheld from each payroll in order to meet an employee's tax objectives. **Also, a very handy "IRS withholding calculator" is available online at [www.accupay.com/forms-downloads](http://www.accupay.com/forms-downloads) to assist employees in claiming the correct number of allowances on their W-4 form.**

### **WH-4 Employee's Indiana Withholding Exemption and County Status Certificate**

The WH-4 form is used to determine the correct amount of Indiana state and county tax to withhold from the employee's payroll. This form should be completed by the employee when they are hired and when the number of exemptions they are entitled to claim changes. This form also provides the option to have an additional flat dollar amount of state tax withheld from each payroll. (Similar forms are used in other states. Contact AccuPay for more information.) **It is very important that the employee complete his/her county of residence and primary place of employment for January 1 of every year since this county controls the employee's county tax rate for the entire year. [See our PayDay](#) for more information on how county tax works in Indiana.**

## **I-9 Employment Eligibility Verification**

The I-9 form is used to verify an individual is eligible to work in the United States. The form should be completed no later than the time of hire for both citizens and noncitizens. **An employer must sign/date Form I-9 affirming they have examined original documents which authorize a person to work in the US.** The completed form should be kept on file by the employer and it is subject to inspection by authorized government officials. A Spanish version of the I-9 form is also available, but the form must be completed in English to meet necessary requirements.

To assist you in verifying employment eligibility, **AccuPay can submit your new hires for verification through the U.S. Government's E-Verify system. Please notify your payroll processor if you wish to participate in this service**, as AccuPay will need to set up your business in E-Verify prior to verifying the first new hire. A new hire must be entered in the E-Verify system within three business days of his/her start date. (E-Verify cannot be used to pre-screen potential employees.)

## **Work Opportunity Tax Credits**

Many for-profit employers can obtain substantial Federal tax credits for hiring lower wage people who are on some type of public assistance or unemployed veterans. IRS Form 8850 must be signed by the employee by his/her hire date to be eligible for the WOTC Federal Tax Credit. You can view a [sample WOTC new hire packet](#) on our website.

## **Direct Deposit - Employee Agreement**

Every employee who wants AccuPay to direct deposit his/her payroll check should [complete a Direct Deposit Authorization](#). The employer's administrator may then fax it back to AccuPay at 317-885-7591 or email it to [payroll@accupay.com](mailto:payroll@accupay.com), along with a copy of the employee's voided check so we can verify bank account information.

## **Downloadable Forms**

**All these forms and others are available on the AccuPay website under Forms & Downloads.** This includes a Spanish version of the I-9 and W-4 form. If you process your payroll with AccuPay, our new employee and direct deposit forms are available at [www.accupay.com](http://www.accupay.com)

## **Team-Up with AccuPay!**

**A perfect "new hire package" to send to AccuPay consists of the following forms:**

- A completed "New Employee/Change Form" - You can complete this form from information included on forms W-4, WH-4 (or other state/local tax form if outside Indiana) and I-9;
- Direct Deposit Authorization and Voided Check (if direct deposit is desired); and
- I-9 - required only if AccuPay is using E-Verify on your behalf to verify employee's eligibility to work in the U.S.

*PayDay is an email communication of payroll news, legal updates and tax considerations intended to inform clients and colleagues of AccuPay about current payroll issues and planning techniques. You should consult with your CPA or tax advisor before implementing any ideas, comments or planning techniques.*