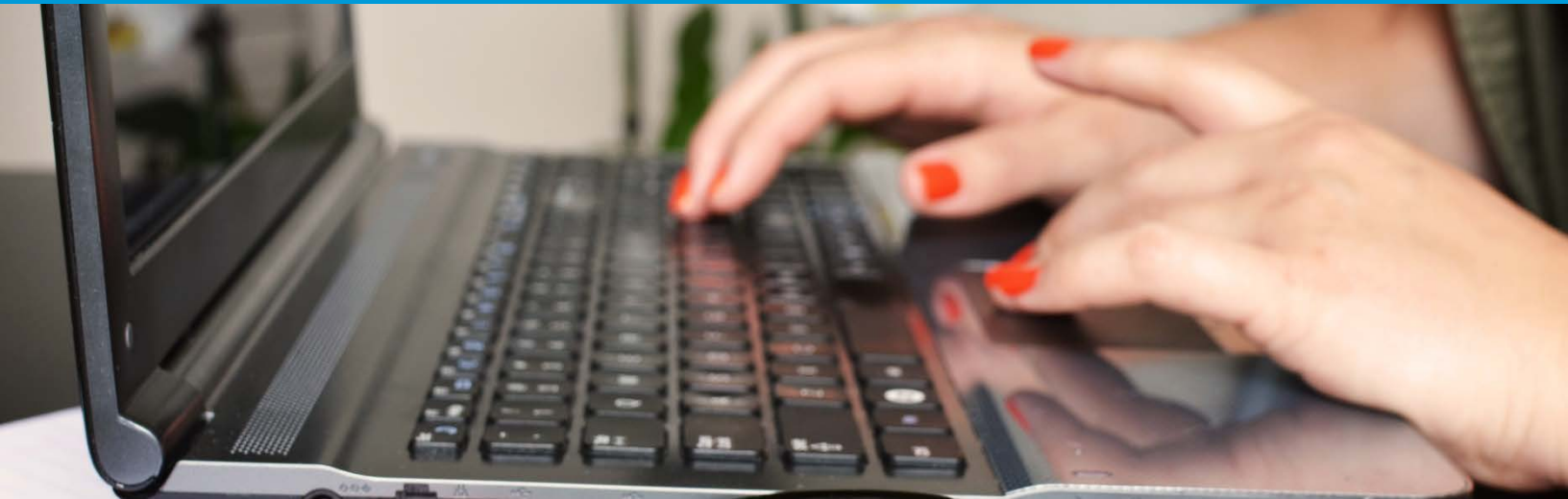




2016 NANNY TAXES CHECKLIST



**BONUS: 13 STEPS TO HASSLE-FREE NANNY
TAXES IN 2017**



2016 NANNY TAXES CHECKLIST

<input type="checkbox"/>	Confirm your employee's legal name, Social Security number and current address.
<input type="checkbox"/>	Calculate total cash wages paid to your employee for the year. If wages are \$2,000 or more, you and your employee will owe taxes on their employment.
<input type="checkbox"/>	Calculate taxes withheld from your employee's pay. Include Social Security (6.2 percent), Medicare (1.45 percent), federal income tax and state income tax (if applicable).
<input type="checkbox"/>	Calculate taxes you owe as an employer. Include Social Security (6.2 percent), Medicare (1.45 percent), Federal Unemployment Tax (six percent on the first \$7,000 of gross wages).
<input type="checkbox"/>	Complete Form W-2 (Wage and Tax Statement) and Form W-3 (Transmittal of Wage and Tax Statements).
<input type="checkbox"/>	Provide your employee with their copy of Form W-2 on or before January 31.
<input type="checkbox"/>	Send (or file electronically) Copy A of Form W-2 and Form W-3 to the Social Security Administration by January 31, 2017.
<input type="checkbox"/>	Complete Schedule H.
<input type="checkbox"/>	Complete Form 2441 (Child and Dependent Care Expenses).
<input type="checkbox"/>	File Schedule H with your personal federal income tax return (Form 1040) by April 18, 2017.
<input type="checkbox"/>	Keep records in a safe place for at least seven years.

RESOURCES

[Form 2441 - Child and Dependent Care Expenses](#)

[Form 2441 - Child and Dependent Care Expenses Instructions](#)

[Form W-3 - Transmittal of Wage and Tax Statements](#)

[Publication 503 - Child and Dependent Care Expenses](#)

[Publication 926 - Household Employer's Tax Guide](#)

[Schedule H \(Form 1040\) - Household Employment Taxes](#)



13 STEPS TO HASSLE-FREE NANNY TAXES IN 2017

1	Purchase workers' compensation insurance (if required by law in your state).
2	Adhere to the federal minimum wage requirement (\$7.25/hour). Your state or local minimum wage may supersede federal law.
3	Pay overtime of one and half times your employee's hourly rate for all hours worked above 40 in a week. This is federal law.
4	Follow all applicable tax, wage and labor laws in your state including a Domestic Workers Bill of Rights.
5	Read and respond to government notices or alerts.
6	Monitor changes to tax, wage and labor laws that could potentially affect household employment.
7	Prepare and distribute paystubs (even if paying by direct deposit). Include: employer name and address, employee name, pay period start and end dates, check date, check number, gross earnings, total deductions, net pay, current and YTD payroll information, PTO accruals, and withholding allowances (based on employee's W-4).
8	File and remit quarterly state employment taxes.
9	File and remit quarterly federal taxes using Form 1040-ES.
10	Prepare and distribute Form W-2 to your employees by January 31 (for previous year's taxes and wages).
11	Prepare and file Copy A of Form W-2 and Form W-3 with the Social Security Administration by January 31.
12	Prepare Schedule H and file with your federal income tax return (Form 1040).
13	Keep records in a safe place for at least seven years.



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