



GTM PAYROLL SERVICES

NANNY CONTRACT TEMPLATE

[GTM.COM/HOUSEHOLD](https://gtm.com/household) | (800) 929-9213

TABLE OF CONTENTS

3	WORK AGREEMENT SAMPLE
7	NANNY PAYROLL SERVICE
8	QSEHRA
9	HOME SAFETY CHECKLIST
11	YEAR-END CHECKLIST

Work Agreement Sample

This Agreement is made and entered into on _____ (date), between
_____ (employer) residing at
_____ and _____ (employee)
residing at _____

Recitals

Employer is an individual and a "Household Employer," resident of
_____ (state), and over the age of 18.

Employee is an individual, resident of _____ (state), and over the
age of 18.

Employee is willing to be employed by Employer, and Employer is willing to
employ Employee, on the terms and conditions set forth in this
Agreement.

A. Employment

Employment under this agreement is to begin on _____ and
continue unless sooner terminated as provided herein.

Subject to the supervision and control of Employer, Employee shall perform
the usual and customary duties of _____ ,
including but not limited to that of those described in the written job
description.

Employee shall work at the convenience of Employer, arriving and
leaving at times to be specified by Employer. Employee shall not be
required to work more than ___ hours per week but may consent to do
so.

B. Compensation

Subject to the following provisions of this agreement, the Employer agrees
to pay the Employee a gross compensation hourly rate of
\$_____.

Employer shall deduct and withhold appropriate amounts from Employee's
gross pay as required by federal and state laws.

Employer shall pay Employee on a (weekly_____) basis on the Friday of each week.

Employee shall receive an overtime wage of 1.5 times the usual gross hourly rate for each hour worked exceeding 40 hours per week. At the Employer's option, the Employer may compensate Employee by either paying overtime or by giving Employee compensatory time off, during the same pay period.

Employer, at its own discretion, may agree to increase Employee's hourly gross compensation from time to time in writing.

C. Benefits

Employee is entitled to __ days of paid vacation annually. The vacation must be scheduled 30 days in advance and agreed to by employer. Vacation is based upon normal payment for a 40-hour workweek.

Employee will receive __ days per year as paid sick time. Sick time may not be accumulated from year to year. Sick time benefits cannot be taken in cash compensation and are forfeited on termination of employment.

D. Terms and Conditions of Employment

Employee may not drink alcohol, use illegal drugs, or smoke while on duty for the employer.

Employer shall provide Employee with a petty cash fund for job-related expenses. Employer shall reimburse Employee upon providing Employer with a complete expense report with related receipt(s). Reimbursements will be made weekly.

Employment with the Household Employer lends itself to intimate and sensitive information. Therefore, Household Employee agrees to treat household information as private and confidential both during and after his/her employment tenure. Household Employee agrees that no information pertaining to the household, such as the home's security system code or a password for childcare drop offs, is to be repeated inside or outside of the worksite. This applies to any information that is discussed by parties within the household, as well. In addition, Household Employee agrees not to discuss his or hers salary and benefits with other household employees. Household Employee

acknowledges that a violation of this rule of conduct will be grounds for early dismissal.

E. Termination of Agreement

Employer may terminate employment by Employee for violation of paragraph D-1.

Employer may terminate employment by Employee for failure to perform the duties set forth in the job description and employee handbook.

Termination means that benefits in paragraph C cease as of the date of termination.

Work agreement may be ended by mutual agreement.

Employment is at the discretion of Employer and Employee. Either party may terminate this agreement with or without notice or cause.

F. Modification and Interpretation

The job description may change by mutual consent.

Each party expects that Employee will conform to the custom and practice of the _____ (household employment, e.g., chef, nanny, butler).

G. Applicable Laws

The provisions of this agreement shall be construed in accordance with the laws of the state of _____.

Household Employer

Date

Household Employee

Date

(NOTICE: the information in this sample is designed to provide an outline that you can follow when formulating personnel plans. Because of the variances of many local, city, county, and state laws, we recommend that you seek professional legal counseling before entering into any agreement.)

Employee Handbook Acknowledgment Receipt

Date: _____

I acknowledge that I have received a copy of the household employee handbook, and that I am responsible for reading and understanding the information set forth within the handbook. I understand that I am responsible for returning the employee handbook to my employer upon my resignation or termination of employment.

Employee Name (please print): _____

Employee Signature: _____



NANNY PAYROLL & TAX SERVICE



QUICK AND EASY PAYROLL

- Free direct deposit makes payday even easier
- Federal and state taxes filed on time, every time - 100% guaranteed
- Set your payroll once and forget it
- Make adjustments online at your convenience
- Tax withholdings calculated for you
- Optional year-end tax prep service including Schedule H, Form W-2 and Form W-3 (additional \$120 fee applies)

SECURE ONLINE ACCESS

- Access client dashboard by web or mobile device
- Enter hours from anywhere at any time
- Highest levels of data security in the industry including two-factor authentication
- Self-service employee dashboard with access to pay stubs and Form W-2

COMPLIMENTARY, NO-OBLIGATION CONSULTATION

Talk with a household employment expert about your hiring situation and get answers to any questions you have about employing household help.

Call (800) 929-9213 or go to bit.ly/GTMHouseholdConsult to schedule time at your convenience.

SUPERIOR LEVEL OF SUPPORT

- Concierge-level client service
- Extended support hours to fit your schedule
- Certified payroll professionals, CPAs, and insurance brokers ready to provide guidance
- Unlimited support calls, emails, and live chats

ADDITIONAL SERVICES*

- Workers' compensation insurance (required for household employers in many states)
- HomePunch timekeeping app
- Background checks
- Health insurance and health reimbursement accounts (HRAs)
- 401k retirement plan

**Additional fees apply*

PRICING

\$75 setup fee: We'll handle all paperwork for establishing employer IDs, setting up federal and state tax accounts, and filing new hire reports.

\$70/month (one employee): Payroll checks or direct deposit and electronic tax filing.

\$20/month for each additional employee

Qualified Small Employer HRA (QSEHRA)

Tax-free reimbursements for individual plans and medical expenses using a stand-alone HRA for qualified small employers.

Overview

A QSEHRA allows employers with fewer than 50 employees to offer a Health Reimbursement Arrangement (HRA). Contributions are funded solely by the employer and employees may use the funds in their account toward their individual health plans (either purchased through a private carrier or on the ACA exchange). QSEHRAs can be applied toward any qualified expenses including monthly premiums as well as out-of-pocket medical, dental, and vision benefits.

2024 Limits

Individual Health Plan
\$6,150 annually

Family Health Plan
\$12,450 annually

QSEHRA ADVANTAGES

- No federal income tax on payments or reimbursements if the employee has minimum essential health coverage (MEC)
- Reimbursements may be made immediately when the employee becomes eligible to participate
- Employees purchase the health plan they want
- Employees can paid their QSEHRA with their spouse's health care plan
- Employers can set the budget and include waiting periods
- Funds can carry over from year-to-year if allowed by the employer

Employer Requirements

1. Have a written plan document
2. Distribute a Summary Plan Document (SPD) within 90 days of the employee becoming a plan participant
3. Must not be an applicable large employer (ALE) under the Affordable Care Act (ACA)
4. Must not sponsor any other health, dental, or vision plan
5. Provide a QSEHRA to all eligible employees under the same terms and employees can't waive participation in the plan
6. Provide all eligible employees with a written notice at least 90 days prior to the start of the plan year
7. Obtain proof that the person whose expense is being paid or reimbursed has minimum essential coverage both on an annual basis and with each reimbursement
8. Substantiate all reimbursement of claims
9. Report the employee's permitted benefits in Box 12 of their Form W-2 using code FF

Get Started with GTM Payroll Services

Setting up a QSEHRA with GTM Payroll Services is easy and straightforward. Our insurance team will guide you through the entire process. Call (800) 929-9213 for more information or to get started.

Better Advice, Better Service, Better Value...for an Easier Life!®

Home Safety Checklist

There are many home safety measures you can take to ensure that your house is safe. Review these steps periodically to help you protect your family, friends, employees, and visitors from injury and harm.

Kitchen

- Frequently clean the exhaust hood and duct on the kitchen stove.
- Store cleaners, disinfectants and away from food and out of children's reach.
- Neatly store utensils and knives and keep them out of children's reach.
- Turn pot and pan handles away from stove fronts.
- Neatly store cupboard contents to prevent items from falling.
- Immediately wipe up spills.
- Store plastic grocery and shopping bags out of children's reach.

Entrances and Stairways

- Ensure entrances, halls and stairways are adequately lighted to prevent trips and falls.
- Keep steps and railings well maintained and clear of objects and tripping hazards.
- Establish at least two exits that are designated fire exits and always kept clear.
- Use a child's gate at the top and bottom of stairs if a toddler is living in the home. Accordion-type gates are dangerous as a child's head can easily get trapped in them.
- Establish in your household policy when and for whom your employee should open the front door. Arranged visits by service people should always be told to your employee ahead of time.

Living Areas

- Keep electrical cords away from carpets. Make sure cords in good condition and not frayed or overloaded.
- Ensure long electrical blinds and drapery cords are beyond a child's reach.
- Properly insulate all wires in the house.
- Use safety outlet covers on all unused electrical outlets.
- Keep furniture away from windows to prevent children from falling out. Window screens will not prevent a child from falling out of the window.
- Cover sharp furniture edges.
- Cover radiators and pipes to protect against burns.
- Locate lamps near beds to prevent tripping in the dark.
- Ensure all houseplants are safe. Some plants are toxic and need to be placed out of children's reach.

Bathrooms

- Store medicines and vitamins out of children's reach.
- Set your home's hot water temperature at the safe temperature of 120°F. If the temperature can't be altered (i.e., rented homes), then install an anti-scald device on the faucet.
- Install a toilet-lid locking device in households with small children.

Nursery

- Fit the crib mattress snugly against the crib's sides. No more than two fingers' distance should exist between the mattress and the crib railing.
- Ensure the crib bars two inches or less apart. Any more space and a child could get caught between the crib's bars.
- Always keep the crib rails in the "up" position.

Garage

- Store all tools and chemicals, including those used for gardening, automotive, and lawn care, in a locked container.
- Keep recycling containers holding glass and metal far from children's reach.

Yard

- Check that outdoor play equipment is safe with no loose parts or rust.
- Ensure surfaces around swing sets and play equipment are soft to absorb shock from falls. Good surface equipment includes sand and wood chips.
- Block access to the swimming pool for small children. Keep dangerous pool cleaning chemicals in a locked location.

Fire Safety Checks

- Place smoke and carbon monoxide detectors on each level of the home and near sleeping areas.
- Clean and check detectors monthly to ensure that they are operating correctly.
- Replace batteries in detectors at least once a year.
- Replace detectors every ten years as they become less sensitive over time.
- Keep one or more fire extinguishers in the house and ensure all household members and employees know how to operate them.
- Create a fire escape plan for your home and practice the plan at least twice a year.

Year-End Checklist for Household Employers

Follow this year-end checklist for household employers to make sure you have everything covered before tax season.

Human Resources

- Verify home address for all employees.
- Reconcile all vacation, sick and paid time off (PTO) balances for year-end payout or carryover.
- Although you may be exempt from FICA reporting, you may still be required to file unemployment tax returns if you paid a total of \$1,000 or more in a calendar quarter. Some states have an even lower threshold.

Payroll

- Send a reminder to employees to verify the social security numbers and addresses on their pay stubs.
- Account for any and all bonuses, cash and non-cash (ex: gift cards) gifts as they should be reported as taxable income. The IRS counts these as taxable gifts between the employer and employee.
- Review taxable fringe benefits that must be posted into payroll for W-2 reporting. Capture all information such as relocation and bonuses.
- Check third-party sick pay (short or long term disability) postings to make sure you have captured all information required.

Benefits

- Distribute new health and/or dental insurance cards.
- Verify Flexible Spending Account (FSA) balances to confirm that employees will have their total amounts deducted by the end of the calendar year.

Monitor Changes to Tax, Wage, and Labor Laws

- Some items to monitor for the upcoming year:
 - Minimum wage increase (state and/or city)
 - Overtime rules (state and/or city)
 - Paid sick and family leave law (federal, state, city)
 - Domestic worker protections (state and/or city)
 - Unemployment tax rate (state)

Legal Disclaimer: this Year-end Checklist for Household Employers is intended for informational purposes only, and does not constitute legal information or advice.

We're here to help with year-end checklist tasks. Feel free to call us at (800) 929-9213 or email Questions@GTM.com with your questions about your payroll, tax and wage responsibilities.