



Gulf Coast Academy of Science and Technology

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How to pay your employees without using a payroll service...

Incorporate by filing as a 501(c)(3) with articles of incorporation, governing board bylaws. Then the Charter school must be registered with the State of Florida, Department of Corporations

Step#1:

Prepare a spreadsheet for the payroll period.

Subtract prepaid health insurance expense from the gross payroll amount before calculating taxes.

Use the adjusted gross to calculate all taxes.

Withhold 6.2% for SS Wages and 1.45% for Medicare Wages

Calculate the Employer's Contribution @ 7.65%

Step#2:

Withhold the Federal Income Tax using the table found in IRS Publication 15

Step#3:

Prepare checks for each employee's net pay.

Step#4:

File the 941 Federal Tax Report; this report need to show the total Social Security Withholding X 2, the total Medicare Withholding X 2, and the Total Federal Tax withholding. The information is submitted every pay period to the EFTPS website: <http://eftps.com> (Electronic Federal Tax Payment System)

Note: you must enroll to obtain a username and password your first time.

They will deduct the full amount directly from your bank account.

Step#5:

Electronically complete the QUARTERLY federal tax return.

Q1: includes Jan, Feb, March—Late after April 30

Q2: includes April, May, June—Late after July 31

Q3: includes July, August, September—Late after October 31

Q4: includes October, November, December—Late after January 31

This must be filled out online and mailed to the IRS.

The form is located on the IRS website under forms and publications.

The name of the form is the "941" (Employer's Quarterly Federal Tax Return) form you also need to file a "Schedule B" (Report of Tax Liability for Semi Weekly Scheduled Depositors)

Step#6:

File the State unemployment tax. Employer's Quarterly Unemployment Compensation Report. Due this by enrolling on the Florida Department of Revenue website: <http://dor.myflorida.com>

Step#7:

Annually prepare W4 forms based on the total salary and deductions for each employee using off the shelf software and laser printer forms sold at Office Depot every January.

Record Keeping:

- Employee Sign-in / Sign-out Sheets
- Payroll Records
- Leave Forms