

PAYROLL TAXES

SOME CITIES REQUIRE PAYROLL TAXES WITHHELD WHEN YOU WORK IN THEIR COMMUNITY. THEY ALSO REQUIRE INCOME TAX ON ANY NET PROFIT YOU EARN IN THEIR COMMUNITY.

YOU MUST LET YOUR PAYROLL DEPARTMENT KNOW HOW MANY HOURS EACH EMPLOYEE WORKED IN EACH CITY. THEN A PROPER PERCENT CAN BE DEDUCTED TO COVER REQUIRED CITY TAXES.

AT THE END OF THE YEAR, WE NEED TO KNOW GROSS SALES BY CITY. THEN WE DIVIDE GROSS SALES FOR EACH CITY BY THE TOTAL SALES TO GET A PERCENT TO APPLY TO THE NET PROFIT. THIS IS FOR INCOME TAX PURPOSES.

ALSO, YOU ARE REQUIRED TO KEEP A TIME CARD OR TIME SHEET, SIGNED BY YOUR EMPLOYEE, FOR EACH DAY WORKED. WE PREFER THAT TO REPORT THE TIME TO US, YOU USE OUR COMPUTERIZED TIME SHEET. IF YOU NEED A TIME SHEET, CALL US!