



it's your business

ADP® Small Business Owner's Toolkit*

In This
Guide

The Basics

Tips & Trends

How ADP Can Help

Beyond Payroll



Starting a new business can be a very exciting venture, but often it can also be a very stressful and confusing time. You probably have many questions about getting started, and might be unsure where to find the answers. The process can seem pretty daunting. That's where ADP can lend a helping hand. We'd like to share some resources with you to help your business start-up smoothly and, hopefully, give you a leg up as you enter the market.



Several types of small business structures exist: **corporations, LLCs, partnerships, sole proprietorships.** It's important when starting a new business that you consult with your tax or legal professional and also ensure that your banker establishes the proper business banking package to meet your needs. If you haven't established partnerships in the CPA or bank community please contact me for some assistance.

Regardless of your arrangement, you'll find that you need to complete certain forms to get your business off the ground. Here's a list of links and some background information to help you get started.

*ADP does not render legal advice or other professional services. The material is made available for informational purposes only and is not a substitute for legal advice or your professional judgment.

1

the basics

FEDERAL FORMS**

Form SS4 – You need to apply for a Federal Employer ID Number (FEIN) for tax reporting purposes if you:

- Have employees
- Filed with your Secretary of State's office indicating what type of corporate structure your business is
- File any of these tax returns: Employment, Excise, or Alcohol, Tobacco and Firearms
- Withhold taxes on income, other than wages, paid to a non-resident alien
- Have a Keogh plan or are involved in any of the following types of organizations: Trusts (except certain grantor-owner revocable trusts), IRAs, exempt organization business income tax returns, estates, real estate mortgage investment conduits, non-profit organizations, or farmers' cooperatives; or
- If you're a plan administrator.

Form SS5 – If your employee does not have a social security number, he or she should file Form SS-5, Application for a Social Security Card, with SSA.

Form W-2 (sample form) – The Wage and Tax Statement is given to each employee between December 31 and January 31.

Form W-4 – The W-4 determines the amount that is withheld from wages, and is filled out by the employee.

Form W-9 – If you employ independent contractors they should complete this Request for Taxpayer Identification Number and Certification form.

I-9 – Both you and your employees must complete the U.S. Citizenship and Immigration Services (USCIS) Form I-9, Employment Eligibility Verification.

Form 940 – This is your annual Federal Unemployment (FUTA) Tax Return. You must pay the tax and file Form 940 if you pay wages of \$1,500 or more in any calendar quarter to employees or have one or more employees at any time in each of 20 or more calendar weeks, consecutive or not.

Form 941 – A Quarterly Federal Tax Return is required if you have employees. It is due the last day of the month after each quarter ends.

Form 1099-Misc – You must send this to independent contractors (non-employees) who you paid more than \$600 during the year for services performed in the course of your business.

STATE AND LOCAL FORMS

In addition to the many federal forms (a few of which are noted above), states, and certain municipalities in states such as Pennsylvania and Ohio, have specific, and important forms that you must complete when starting up your business. You can search for your location's forms [here](#).

LABOR LAW POSTERS

Federal and state laws make it mandatory for every business owner who has even one employee to post and maintain current labor law posting requirements. If you fail to post these state and federal labor law posters, you can be fined up to \$17,000. Contact me to see how you can receive a free federal labor law poster?***

** This information is current as of July 1, 2014

*** 1 per FEIN

2

tips & trends

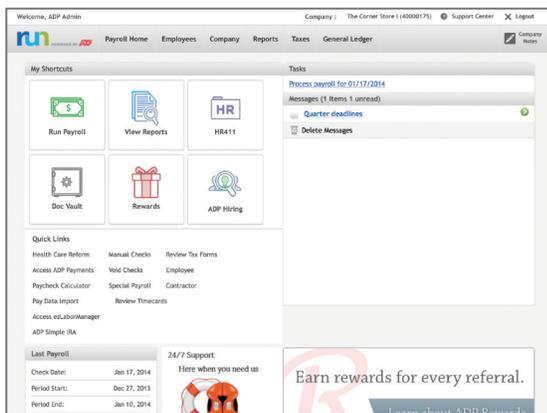
CASH FLOW CAN BE A CHALLENGE

According to a recent study, it was revealed that 47% of small business owners are concerned with cash flow?¹ Compliance concerns, with the potential risk of heavy fines, are likely top of mind. For example, necessary tasks, such as workers' compensation premium payments, can disrupt workflow and steal focus from your business priorities.

ADP's automated and integrated solutions can help you control cash, people and compliance challenges simply and efficiently. In fact, companies that use a common vendor for payroll, HR, time and attendance, and health and welfare can realize up to 32% in cost savings.²

HR AND SMALL BUSINESS [\[Link\]](#)

Many small business owners think that HR is a function that's "only for the big guys." They couldn't be more wrong. HR is a critical component of running any business, from a bakery to a bookstore. When you own a small business, every member of your team plays a vital role in your success. If HR issues aren't managed properly they can put your business at greater risk of lawsuits, fines and penalties.



ADP is here to help you with best practice information on everything from **hiring** to retiring and performance management to training and development.

And, ADP's latest enhancement to our RUN Powered by ADP® payroll platform includes helpful and easy-to-use HR functionality. You can **watch a brief video** here.

HEALTH CARE REFORM [\[Link\]](#)

Many small business owners believe that the new laws regulating health care reform won't affect them when, in fact, some health care reform requirements apply to all businesses and others depend on how many employees you have. It's critical to the success of your business to ensure you're protected and in compliance, and that you understand exactly *where* you stand.

ADP provides an abundance of materials to help you make your way through the maze of health care reform, from informative timelines to important legislative updates as they occur.

Be sure to **read this fact sheet** outlining exactly why paying attention to health care reform is so important to small business owners. You can also check out our **Affordable Care Act (ACA) Frequently Asked Questions** and **Affordable Care Act (ACA) Timeline – Important Dates for Employers**.

If you're interested in receiving additional information about how ADP can help you navigate health care reform, let us know!

¹ A Visa Small Business Spend Insights, 2012

² The Hidden Reality of Payroll & HR Administration Costs, PwC Saratoga, January 2011.

2

tips & trends (cont.)

TAX & COMPLIANCE UPDATES [\[Link\]](#)

It's often difficult to wade through the profusion of information on tax and compliance changes, and when you do find that information, it's often extremely confusing. In fact, [check out this infographic](#) that will show you just how challenging small business owners like yourself find compliance. ADP provides an extensive repository of facts, forms, and tools to help you navigate this ever-changing landscape. Filled with the most sought-after tax-related information, this site is available from the convenience of your home or office—any time of the day or night.

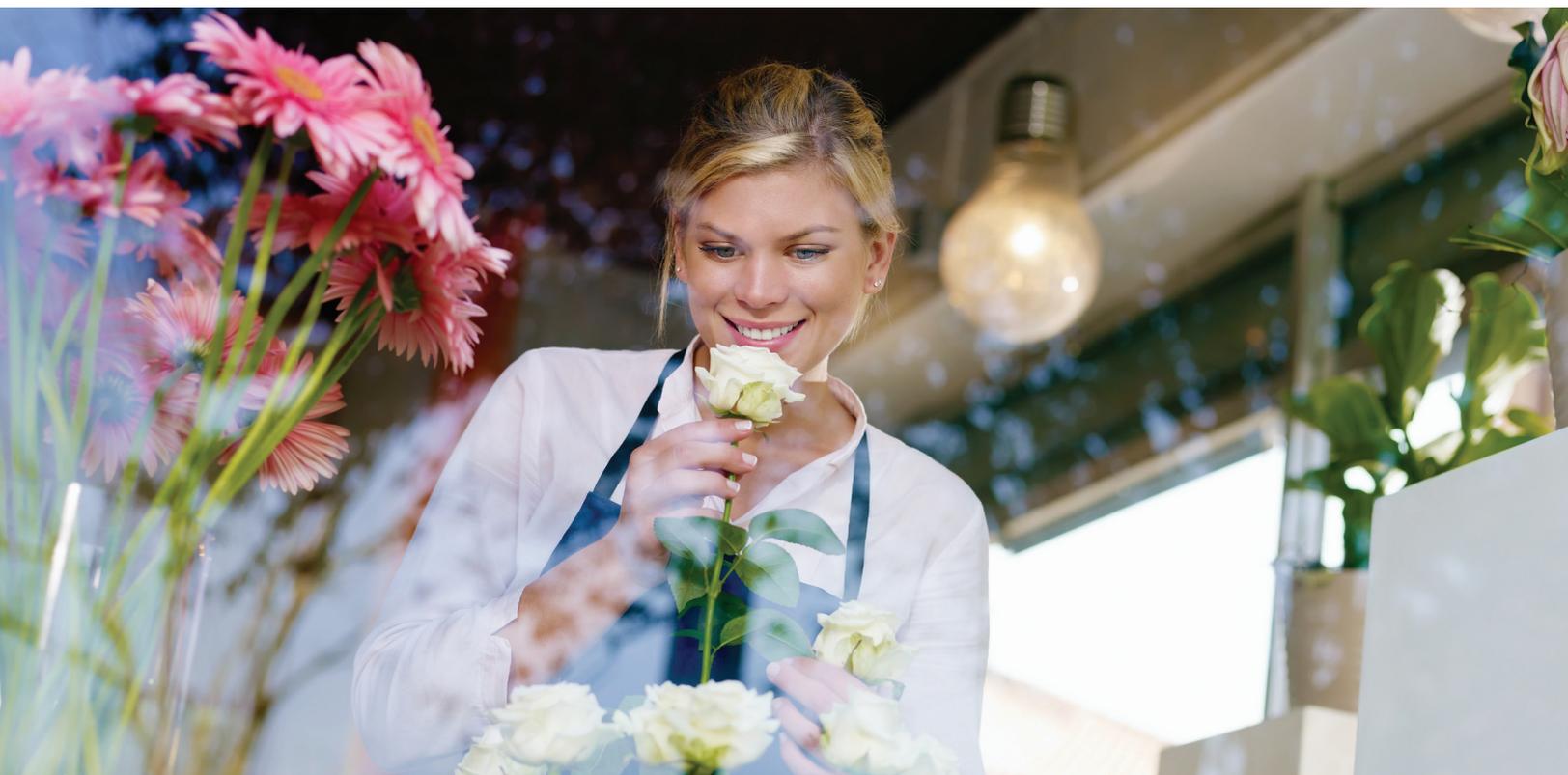
Additionally, be sure to subscribe to our up-to-the-minute [Eye on Washington emails](#) so you're kept informed any time there's a legislative change that could affect your small business.

You can also read our e-zine, [Small Business @ Work](#), to discover additional tips and information to help your company mitigate risk.

YEAR-END PREPARATION TIPS [\[Link\]](#)

The end of the year can be an extremely busy time for small business owners. In addition to the day-to-day functions of running your business, you also have to ensure your taxes are filed on time. We can help with our yearly guides to tax changes, payroll calendars, and other resources to make it easy for you to entrust your payroll to the payroll experts.

- [2014 Tax Changes](#)
- [Reading your Form W-2](#)
- [2013 W-2 Poster](#)
- [2014 RUN Powered by ADP Client Payroll Calendar](#)



3

how ADP can help

RUN POWERED BY ADP®

ADP works with more than 400,000 small businesses just like yours to help manage the details of HR and workforce administration. We can help you make sure that you, your managers and your employees are getting the tools, resources and – most importantly – the assistance your company deserves, so you can get out of the back office and get back to growing your business.

- [RUN Powered by ADP® Demo](#)
- [HR PLUS video](#)

See below for more detail on ADP's products:

- [Payroll Comparison Chart](#)
- [ADP® Essential Payroll](#)
- [ADP® Enhanced Payroll](#)
- [ADP® Complete Payroll and HR](#)
- [ADP® Complete Payroll and HR Plus](#)

Watch this video to see what ADP's other small business clients are saying.

FRANCHISES & AFFILIATIONS PROGRAM [\[Link\]](#)

When it comes to growing your business, ADP® keeps your business model in mind. We leverage our alliance with your organization to help ensure that all members can have access to the value of working with a payroll and human resource expert with over 60 years of experience.

ADP's sponsorship with the International Franchise Association (IFA) promotes ADP's small business solutions to IFA members including Payroll, Human Resource Management tools, Time and Attendance solutions, Pay-by-Pay® Premium Payment Program for Workers' Compensation, Retirement Services, Professional Employer Organization (PEO) and more. IFA members also benefit from having access to webinars that provide information on topics including common HR mistakes, payroll and tax compliance issues and more.

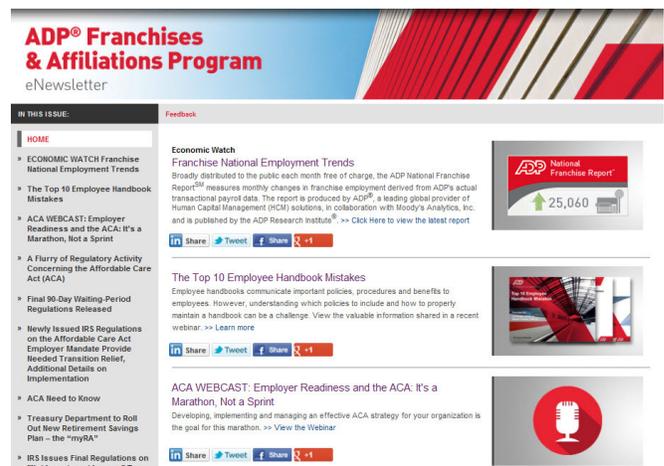
As a thought leader in employment trends, ADP adds value to its partners by sharing industry specific information in the ADP National Franchise ReportSM. Broadly distributed to the public each month free of charge, the ADP National Franchise Report measures monthly changes in franchise employment derived from ADP's actual transactional payroll data. The report is produced by ADP in collaboration with Moody's Analytics, Inc. and is published by the ADP Research Institute®. You can find ADP's most recent National Franchise ReportSM at <http://www.adpemploymentreport.com/>.

ADP also supports the franchise community with its bi-monthly Franchise e-Newsletter that shares best practices for small businesses to help them grow and stay in compliance with legislative and regulatory changes.

To learn how ADP's solutions can help your organization or to receive ADP's latest Franchise e-Newsletter, email ADPFranchisesandAffiliations@adp.com.



Founding Public Affairs Conference & Franchisee of the Year Award Sponsor



4

beyond payroll

BEYOND PAYROLL

Running a small business doesn't mean you're stuck with limited choices when it comes to services that the "big boys" have. ADP can help you attract and retain top talent in your industry and can help make you make your company an employer of choice through solutions such as time and labor management, premium payment plans for workers' compensation payments**, retirement plans, and a robust benefits program.

- Integrating **Time and Attendance** with your payroll system can lead to greater pay accuracy and decreased time theft. By using an automated system, you can optimize payroll preparation, employee scheduling, wage and hour compliance and paid time off tracking.
- When you use our **Pay-by-Pay® Premium Payment Program**, you'll reduce the administrative burdens associated with Workers' Compensation premium payments. We'll manage it for you.**
- For more than 20 years, ADP has provided companies like yours with the tools, service and access they need to help make their employees retirement ready. Whether it's a **401(k) plan or a SIMPLE IRA**, we can either get you started or help you move your existing plan.

- Your time and resources are precious. But complex and necessary tasks associated with health & benefits administration can steal away focus from your business priorities and goals. ADP payroll clients can take advantage of unique technology enabled solutions that can help with payroll deductions and eligibility management.

CALL ON ADP

We know that running a small business is hard enough without also having to worry about the details of HR and workforce administration. We'll help you make sure that you, your managers and your employees are getting the tools, resources and – most importantly – the assistance your company deserves so you can get back to growing your business. Let us know how we can help.

If you're currently working with a bank and/or CPA to help with your payroll needs, great! If you'd like the name of a bank or CPA, we can send you additional information about some of our partners in your area.

For more information on how to get your franchise started contact your local ADP representative.

* This content provides practical information concerning the subject matter covered and is provided with the understanding that ADP is not rendering legal advice or other professional services. ADP does not give legal advice as part of its services. While every effort is made to provide current information, the law changes regularly and laws may vary depending on the state or municipality. The material is made available for informational purposes only and is not a substitute for legal advice or your professional judgment. You should review applicable law in your jurisdiction and consult an experienced accounting and/or legal professional for legal or tax advice pertaining to your individual circumstances.

** This information covers only the offering of ADP's Pay-by-Pay Premium Payment Program for Workers' Compensation, a payroll enhancement feature of ADP's payroll processing services and does not involve the offer or sale of any insurance product. All insurance products will be offered and sold only through the licensed agents of Automatic Data Processing Insurance Agency, Inc. or its licensed insurance partners. Certain services may not be available in all states. Clients must be using ADP's tax filing service to take advantage of ADP's Pay-by-Pay Premium Payment Program.