

Household Employment 101

An Overview of how HomePay Helps Families

When you hire a caregiver or assistant to work in your home, and pay more than \$2,400 in the calendar year (2022), you assume several important employer responsibilities. Here's a summary of the requirements and an easy solution for taking care of them:

HOUSEHOLD EMPLOYER REQUIREMENTS

Tax & Wage Reporting

- ✓ Register for federal and state tax accounts
- ✓ Complete and file a New Hire Report
- ✓ Calculate the correct amount of federal and state taxes to withhold each pay period
- ✓ Track gross pay, net pay, federal and state taxes withheld, and federal and state employer taxes
- ✓ Prepare state employment tax returns on a regular basis and remit employer and employee taxes
- ✓ Prepare 1040-ES vouchers and remit federal taxes to the IRS four times per year
- ✓ Prepare year-end tax forms (W-2, W-3, Schedule H and State Annual Reconciliation)
- ✓ Respond to IRS and state tax agency notices

Labor Law & Insurance*

- ✓ Written Notices (employment agreement, termination notice...)
- ✓ Wage & Hour Law Requirements (overtime, minimum wage... Reimbursement for Mileage & Expenses
- ✓ Workers' compensation insurance

*Requirements may vary by state

NEXT STEPS

As a client of On Call Nanny, you have complimentary access to a service that will set you up for success in managing your responsibilities. Provided by the household employment specialists at [HomePay](#), this service includes:

- ✓ Employee Onboarding
- ✓ New Hire Reporting
- ✓ Organized Records
- ✓ Free Month Trial of the HomePay Service
- ✓ Federal and State Household Employer Tax ID Setup

While most families continue with the HomePay service for the duration of their employment arrangement, it is very easy to stop service at any time and you retain access to all of your records. Taking care of these steps from the start is important to prevent time-consuming and expensive issues, so don't delay! It only takes a couple of minutes to complete the [short registration](#).

If you have any questions, or prefer to get started over-the-phone, contact the HomePay partner team:

Phone: [877-367-1969](tel:877-367-1969) Email: Chelsea.Mills@myhomepay.com Video Tour: <https://youtu.be/2VVRut1PGgU>

Compliments of Hometown Nannies