

HIRING REMOTE ?

We all know there has been a tremendous upswing in remote working since early 2020. Here is a quick list of what you need to know as it pertains to your payroll service with our firm. When you consider a remote employee let your processor know and they will gather the critical information we need from you.

Notify Your Processor

- Make us aware of this new prospect just before or during your hiring process.
- Failing to tell us in advance may delay the ability to pay this new hire on time.

Please Do Not Do This For Yourself

- An employee in another state from your primary business will require payroll tax accounts to be established for that (new) state. Hjerpe & Tennison takes care of this process for clients.
- All new state setups cost \$300 per state except for the list below. These states are a minimum of \$300 but may also incur an additional \$300+ per month in fees from ADP depending on the time it takes the state to issue the needed account details. Generally, this is because the taxes are more complex or that state is slow at issuing accounts. Sadly, we have no control over the situation and will pass along the cost of those fees as they arise.
 - Minnesota
 - Ohio
 - Oregon
 - Pennsylvania
 - Washington
- All states beyond your primary state of business are an additional \$10 per month in the base payroll fee as well, with the below exceptions:
 - Washington: \$20 per month
- If/When you no longer need the remote state, Hjerpe & Tennison will close the state accounts upon your request at no cost, and when applicable, remove the additional monthly cost associated with that state. A few states cannot be closed until year-end.