

Public Partnerships, LLC (PPL)
South Carolina
Financial Management Services

1 Cabot Road; Suite 102
Medford, MA 02155

Helping Participants with Financial Management Services



SOUTH CAROLINA FINANCIAL MANAGEMENT SERVICES

NEW EMPLOYER PACKET CHECKLIST

STEP ONE

Please fill out where applicable and sign all the tax forms enclosed in your packets.

- IRS Form SS-4: Application for Employer Identification Number
- IRS Form 2678: Employer Appointment of Agent
- SC Form 2848: Power of Attorney & Declaration of Representative
- SC UCE-1010 Written Authorization Form

STEP 2

Please send signed and dated forms to:

**Public Partnerships, LLC (PPL)
SOUTH CAROLINA FINANCIAL MANAGEMENT SERVICES
1 Cabot Road; Suite 102
Medford, MA 02155**

**All forms must be reviewed, signed, dated, and returned to PPL prior to
issuing paychecks to employees.**

Frequently Asked Questions about PPL's Payroll Services

As an Employer, you will:

- Recruit, hire, and fire all employees
- Establish performance evaluation criteria for each employee
- Establish schedules and tasks to be completed by each employee
- Keep track of services received
- Contact the CMS clerk at the local CLTC office for any issues regarding your employee's payroll

As your Financial Management Service Provider, PPL will:

- Issue paychecks to employees
- Withhold appropriate taxes at the state and federal level for each employee
- File monthly, quarterly, and annual forms and tax deposits with state and federal agencies (See below to learn more about what taxes are withheld)
- Issue W-2 Statements to each employee starting with January 2009
- Make payments to vendors for authorized services

Do my employees have to complete paperwork too?

Yes. When you identify a new employee, contact your Case Manager who will make a referral to UAP.

Do employers pay taxes too?

Yes. Employers must match each employee's Social Security and Medicare (FICA) contribution. In addition, the employer must pay federal and state unemployment for each employee. Acting as your FMS, PPL will complete all the required paperwork and process these payments on your behalf.

Why do I need to sign the USCIS I-9 Form for my employee?

Federal law requires all employers to complete the I-9 with their employees. The USCIS I-9 Form certifies that your employee is eligible to work in the United States. You must verify the employee's identity, by confirming the official government documents and listing the name of the document, issuing authority and expiration date on the I-9. You must verify their identity under penalty of perjury. You should not sign the I-9 unless you have seen official documents which confirm their identity.

Will I be required to pay for services out of my own pocket?

No

Will I ever receive letters from the IRS, Department of Revenue, and/or Department of Employment and Workforce?

Possibly. If you do, forward this information to:

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What taxes are withheld for each of my employees?

Most employees are liable for State and Federal Taxes. PPL will withhold Social Security, Medicare (FICA), and state and federal income taxes from each employee's paycheck as applicable. A summary of all employee tax withholdings will appear on their pay stub. PPL will also prepare and mail a W-2 Wage Statement to each employee by the end of January.

Questions?

Public Partnerships encourages you to speak with your CLTC Office if you have any questions regarding payroll requirements or the process in general.