

**PAYROLL CHECKLIST FOR THERAPISTS**

Setting up payroll for your therapy practice is crucial, whether you're planning to collaborate with other therapists and start a group practice or hire support staff to maintain the efficiency of your solo practice. When establishing payroll for your business, you'll need to fulfill several federal and state requirements. The following checklist will help you ensure that you have completed all the necessary steps. Please refer to our [How to Set Up Payroll for Your Therapy Practice](#) article for more information.

**Sole Proprietors (1040)**

As a Sole Proprietor business owner, I am not set up on payroll.

The EIN entered in Gusto is the same EIN as on my CP575.

State registration is complete and all tax information has been submitted.

All employees and contractors have been added to payroll.

Wages are being deducted from my business bank account.

Form 941 or Form 944 are being filed for all employees.

New hire forms have been filed for all employees.

1099-NEC forms are being filed for all contractors.

Payroll onboarding is complete and I am able to run payroll.

I am reviewing and updating (if applicable) Form W4 each year.

**If Applicable**

Tax exemptions, if applicable, have been entered into Gusto.

If a payroll provider was used prior to Gusto, payroll history has been submitted.

Heard is an all-in-one financial solution for therapists that combines software and human support to handle bookkeeping, taxes, payroll, and more. [Click here to schedule a free consultation.](#)

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