

Company Name _____

NEW HIRE CHECKLIST & CALCULATOR

Instructions: Questions 1-5 must be "YES", question 6 must be "NO" for the employee to qualify for the FICA exemption and the new hire credit.

Hire Date:

- 1.) Was the employee hired after 02/03/2010?
- 2.) Was the employee unemployed for the previous 60 days, or worked less than 40 years (total) in the previous 60 days?
- 3.) Has the employee signed an affidavit attesting to the unemployment tests above? (Form W-11)
- 4.) Was the employee hired before 01/01/2011?
- 5.) Is the employee unrelated to the business owner?
- 6.) Was the employee hired to replace another employee (except those who left voluntarily or were terminated for cause)?

If questions 1-5 above are yes, and question 6 is no, continue to the calculator below.

Termination Date:

- a.) Number of days in 2010 after 03/18/2010 that employee was employed by company for annualization where needed
- b.) Annual salary
- c.) Gross wages after 03/18/2010 or annualized amount (a / 365 x b)
- d.) Less excess wages over 106,800
- e.) Net qualifying wages
- f.) Multiply line "e" by .062 equals 2010 employer FICA exemption

Employee Name	Employee Name	Employee Name			
<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>