

ONE EMPLOYEE QUICK START GUIDE



Follow these simple steps to set up and operate your AgriPlan or BizPlan. For more information, refer to your *Client Administrative Manual*.

Please Note: *The hiring of family members is closely scrutinized. It's crucial that related employees are formally hired and that the relationship between employed family members and the business owner is legitimate and necessary. As a best practice, we recommend that your business treats non-related and family member employees identically.*

1) Establish an Employment Agreement

Distribute a written Employment Agreement that clearly outlines job duties and responsibilities, hours worked, and compensation to all eligible employees. Update and sign this agreement annually. You and your employee(s) should each retain a copy. There is a template for an Employment Agreement in the *Client Administrative Manual*.

2) Determine Reasonable Compensation

Compensation paid for duties performed may be a combination of cash wages and benefits (e.g., health insurance, medical reimbursement, etc.). It is vital that the employee's total compensation (sum of wages and benefits) be reasonable for the duties being performed. There is a Reasonable Compensation worksheet in the *Client Administrative Manual*.

3) Pay a W-2 Wage and File Appropriate Tax Forms

Pay your employee's W-2 wages from the business/farm account. These payments may be cashed or deposited into the employee's personal or family account. Regular monthly or quarterly payments are recommended. Cash compensation is subject to the appropriate payroll withholdings, including timely tax deposits. Complete a W-2, W-3, and W-4, and file a Form 941/943/944 as required. If you don't currently have a payroll provider contact TASC for information regarding our payroll service. TASC's payroll service takes care of all your payroll needs, including filing of tax forms.



4) Reimburse Medical Expenses

Reimburse the eligible expenses of your employee(s) via the TASC Card or by check. From the business account to a personal account set up by the employee on a regular basis. Regular monthly or quarterly payments are recommended.

5) Submit Expenses/Get a Year-End Report

The fastest, easiest way to submit your expenses and get your Year-End Report is through the TASC website. When you use the TASC Card, those expenses are automatically recorded online. You only need to add any additional expenses (e.g., insurance premiums).

Or, if you prefer not to use our online tools, TASC can mail you a paper **Transmittal** and **Year-End Report** instead. Contact TASC Customer Care team to order a paper transmittal.

6) Renew your Plan

AgriPlan and BizPlan are employee benefit Plans that must be operated on a pre-planned basis. Renew and pre-pay your Plan each year, before the new Plan Year begins (or request annual or quarterly electronic payment).

Due to the Affordable Care Act, employers who have multiple employees on their Plan have some additional requirements.



TASC | 2302 International Lane, Madison, WI 53704-3140 | 800.422.4661 | fax 608.245.3623
www.tasconline.com | www.tasconline.com/microbusiness-service-offerings

The information in this communication is confidential and may only be used by the authorized recipient for its intended purpose. Any other use or disclosure is prohibited.

AB-4052-052021