



Payroll records checklist

How long?	Who requires it?	What is the payroll record you must keep?
Four years	IRS	To stay compliant, keep a record of your employee identification number (or EIN) on file
Four years	IRS	To stay compliant, keep a record of all dates and amounts of wages, annuities and pension payments.
Four years	IRS	To stay compliant, keep records of the amount of tips reported
Four years	IRS	To stay compliant, keep a record of fair market value of in-kind wages paid.
Four years	IRS	To stay compliant, keep a record of all names, addresses, social security numbers, and occupations of each employee
Four years	IRS	To stay compliant, keep a record of any employee copies of form W-2 that got returned to you as undeliverable
Four years	IRS	To stay compliant keep all dates of employment on file and some of the most used are hire date, re-hire date, and termination date
Four years	IRS	Keep records of any periods for which employees were paid while absent from the job due to sickness or injury. You also need to have the amount and weekly payment rates from you or any third party.
Four years	IRS	To stay compliant keep records of the dates and amounts of tax deposits you have completed



Payroll records checklist

How long?	Who requires it?	What is the payroll record you must keep?
Four years	IRS	To stay compliant, keep records of employees' and recipients' income tax withholding certificates. Specifically forms W-4, W-4P, W-4s, and W-4V.
Four years	IRS	To stay compliant keep records of any tax returns that are filed
Four years	IRS	To stay compliant, keep records of any allocated tips
Four years	IRS	Records of fringe benefits provided, including substantiation
Three years	FLSA	Keep a record of the name of the employee, their physical or mailing address, their occupation, birth date, and gender designation.
Three years	FLSA	Keep a record of hours worked each day and week.
Three years	FLSA	Keep records of all dollar amounts and dates of payment.
Three years	FLSA	Keep records of dollar amounts earned for straight time and overtime/additions to and deductions from wages
Three years	FLSA	Keep records of collective bargaining agreements
Three years	FLSA	Keep records of sales and purchase records



Payroll records checklist

How long?	Who requires it?	What is the payroll record you must keep?
Three years	FLSA	Keep records of work time schedules
Three years after the employee hire date	USCIS	Keep records of any employee I-9 Forms
Two years	EEOC and FLSA	Keep records of time cards and wage rate tables
Two years	EEOC and FLSA	Keep records of all production, order, shipping, and billing
Two years	EEOC and FLSA	Keep records of both additions to or any deductions from wages