



YMS MANAGEMENT ASSOCIATES, INC.

160 BROADWAY, SUITE 1201 NEW YORK, NY 10038 | 212.374.1385

WWW.YMSMANAGEMENT.COM | DYCDSubmissions@YMSMANAGEMENT.COM

DYCD DIRECT PAYROLL PROCEDURE

DIRECT PAYROLL PROCEDURES:

Please read these instructions carefully.

All DYCD requirements must be followed for any payments.

Direct Payroll Procedure for DYCD Funded Agency under Fiscal Agent, YMS Management Associates.

To process payments on behalf of an Agency, the following documents need to be submitted:

1. Signature Authorization Form – This form will include the name of the Executive Director, Chairperson, and any other person the Agency's Board of Directors authorizes as a representative. Each authorized person will sign next to their printed name and title.
2. A copy of the Agency's 501c-3 letter of determination from the Internal Revenue Service.
3. A copy of the letter from the NYS Department of Labor with the Agency's NYS Unemployment Insurance Number.
4. E-Z Rep (TR-2000) – This form will allow YMS Management Associates to process NYS tax payments online.
 - a. Blank form can be downloaded at <https://www.tax.ny.gov/pdf/documents/tr2000.pdf>

To set up the employees within the payroll system, the following documents need to be submitted:

1. Personnel Action Form – Must be signed by the employee and approved by the Director or Chairperson. (copy enclosed)
2. Form W-4 (Employee's Withholding Certificate) – Must be signed by the employee and the Employers Only section filled out.
 - a. Blank form can be downloaded at <https://www.irs.gov/pub/irs-pdf/fw4.pdf>
3. IT-2104 (NYS Employee's Withholding Certificate) - Must be signed by the employee and the Employers section filled out.
 - a. Blank form can be downloaded at https://www.tax.ny.gov/pdf/current_forms/it/it2104_fill_in.pdf
4. Direct Deposit Form (if applicable, copy enclosed)
5. Forms and notices related to Deductions, Withholding, and/or Garnishments. Examples:
 - a. Health Insurance (specify if pre or post tax)
 - b. 403b (specify if pre or post tax)
 - c. IWO – Family support order
 - d. Tax Levy

YMS Management Associates will provide the Agency with the Bi-Weekly payroll schedule. The payroll



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schedule will specify the pay period, pay date, and cut off time to submit payroll information.

To process the payroll, the following needs to be submitted:

1. Timesheets/Time Logs – The timesheets must reflect the days, time, and hours worked. Must be signed and dated by the employee and employee's Supervisor or authorized Agency representative. The Executive Director's timesheet must be approved by a member of the Board of Directors.
2. Spreadsheet/Summary – A spreadsheet/summary that outlines the total number of employees and hours to be processed, should also contain a breakdown of the budget(s) if applicable.

YMS Management Associates will electronically file and pay the payrolls taxes, *prepare the Quarterly payroll tax reports and provide year end W-2 forms and W-3 forms as required, in an accurate and timely manner.

*The Quarterly payroll tax reports will also be filed if the Agency is single funded and YMS Management Associates processes all the payroll within the quarter. If the Agency is multi funded and/or has payroll processed outside of YMS Management Associates, the quarterly payroll tax reports will be prepared and submitted to the Agency to combine with the other quarterly payroll tax report(s).

Sincerely,

Joseph Carrillo