



NEW PAYROLL CLIENT FORM

COMPANY INFORMATION

Company Name _____

DBA _____

Legal Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Owner of Company _____

Payroll Contact(s) _____

MAILING/BILLING ADDRESS

Same as Company

Mailing Address _____

City _____ State _____ Zip _____

PAYROLL INFORMATION

Federal ID # _____ Federal Deposit Frequency: M _____ SW _____

State ID # _____ State Deposit Frequency: M _____ SW _____

Unemployment ID # _____ Unemployment Tax Rate: _____

Pay Period: W ____ BW ____ SM ____ M ____ Pay Day: M ____ Tu ____ W ____ Th ____ F ____

First Pay Date: _____ First Pay Period: _____ to _____

Direct Deposit? Yes No If Yes, Please provide banking information to your payroll specialist.

Entry Method: Call In _____ Fax _____ Email _____ Delivery: Pick Up _____ Mail _____ Email _____

Date Engagement Letter Sent: _____

Billing Spreadsheet Updated: _____

PAYROLL INFORMATION CHECKLIST



COMPANY INFORMATION

- Verification of Federal ID # and Deposit Frequency for Payroll Taxes
- Verification of State/Unemployment ID #, Deposit Frequency and Unemployment Rate
- Direct Deposit COMPANY Bank Information & Voided Check

EMPLOYEE INFORMATION

- Employee: Names, Addresses, Social Security Numbers, Marital Status and Allowances (active & terminated employees in current year) OR Employee's Form W-4
- Rate of Pay or Salary Per Pay Period
- Recurring Voluntary Deductions (Insurance, 401K, Garnishments, Etc.)
- Employee's Signed Direct Deposit Form

YEAR TO DATE/CURRENT QUARTER TOTALS

- Year-to-Date (YTD) COMPANY totals - Gross Pay, Federal W/H, State W/H, Social Security, Medicare, City/Local, and Voluntary Deductions that impact Taxes (401K, S125, Etc.)
- Year-to-Date (YTD) and Quarter-to-Date (QTD) EMPLOYEE totals on ACTIVE & TERMINATED employees in current year: Gross Pay, Federal W/H, State W/H, Social Security, Medicare, City/Local, and Voluntary Deductions that impact Taxes (401K, S125, Etc.)
- Current Quarter Company Federal & State Liabilities by Pay Period & Corresponding Deposits

PRIOR QUARTER PAYROLL TAX RETURNS

- Copies of Previous Quarter Returns (See Below) Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4
_____ 941 Tax Returns _____ State Wage Reports _____ State Unemployment Tax Returns
_____ FUTA (Federal Unemployment) Tax Liabilities & Payments (Note - 940 is Annual Return)
_____ Other _____

