

COMPANY SET-UP FORM

EXACT IRS Name _____ DBA _____

Address _____

Phone _____ Fax _____

Executive Contact: _____ Email _____ Cell _____

Payroll Contact: _____ Email _____ Cell _____

CPA _____ Email _____ Phone _____

Payroll Frequency:

Weekly _____ Bi-Weekly _____ Semi-Monthly _____ Monthly _____

Payroll Details:

Period End Date _____ Check Date _____

Pick-Up Date _____ Delivery Date _____

First Check Date _____

Direct Deposit Yes _____ No _____

Sign Checks Yes _____ No _____

Delivery: Courier _____ Mail _____ Pick-Up _____ Email _____

Special Delivery Notes _____

Payroll Input: Online _____ Time _____ Email _____ Fax _____ Phone _____ Auto _____

Tax Deposit Method: Sweep _____ Direct _____ Self _____

Deposit Frequency: Monthly _____ Semi-weekly _____

Bonus payrolls resulting in next day deposit? Yes _____ No _____

Please provide the following:

- IRS Document with Exact Name and EIN
- EDD Document with Exact Name and Number
- Copies of all 941 and DE 6 filed for year (or 4th Quarter of previous year)
- Complete copy of most recent payroll run
- Voided check for payroll account
- Paperwork for all Wage Garnishments
- Paperwork detailing each quarterly Federal 940 FUTA Tax deposits for the year.

If applicable, please provide the following:

- Authorized signature sample (with Ink Pen on plain white paper)
- Policies for Sick/Vacation/PTO (accruals, balances etc)
- Workers Comp details (codes, rates per \$100)

Employee Data (**include termed employees of current year**):

- Name, Address, Social Security Number, Pay Rate, Earnings, Deductions, Marital Status, Federal Exemptions, State Exemptions, Hire Date, Department, and Workers Comp code.
- Please check that Social Security numbers are not blocked out on reports.

Employee Totals (**include termed employees of current year**):

- Year-to-date totals (gross to net) for each employee.
- For Mid Quarter start ups - Quarter-to-date totals (gross to net) for each employee.

Signed Authorizations:

- IRS Form 8655
- EDD Electronic Funds Transfer
- Client Agreement
- Termination Instructions
- Employee Direct Deposit authorization (must furnish a voided check - not a deposit slip)