



LIST OF INFORMATION REQUIRED TO SETUP A PAYROLL ACCOUNT:

COMPANY DATA:

- IRS form SS-4 (Employer Identification Number)
 - If unavailable: Letter from IRS showing legal name and address
- Company Address, Phone/Fax numbers, and email address
 - Legal Address (Physical address is required for bank)
 - Business Phone/Fax
 - Business Email Address
- State income tax ID number (if required) for each state you are currently doing business in
 - Withholding registration letter from that state's Department of Revenue
- State Unemployment tax ID for each state you are currently doing business in
 - Unemployment determination letter from that state's Department of Employment or Labor.
- Signature of authorized person(s) on all setup documents
- Company Bank Voided Check
- Prior Payroll Reports:
 - Employee earnings/deductions/taxes summary report - by month or by quarter
 - Quarterly payroll returns - IRS 941 and FUTA tax deposits
 - For each state you have ran payroll in for the current tax year - provide that state's equivalent Withholding and Unemployment tax returns
- New Client Paperwork (including Power of Attorney forms) to be completed during account setup process
- Employee Paperwork (provide copy of Social Security card and voided check)