



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#'s, 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
 - For all states - withholding registration letter from that state's department of revenue.
- State unemployment tax ID for each state you are currently doing business in
 - For all states - unemployment determination letter from that state's department of employment or labor.
- Company Bank Voided Check
- Prior Payroll Reports:
 - Employee earnings/deductions/taxes summary report - by month or by quarter
 - Quarterly payroll returns - IRS 941, SC 1605/1606 SC UCE101/120, FUTA tax deposits
 - For other states - provide that state's equivalent withholding and unemployment tax returns.
- **New Client Paperwork (including POAs) – to be completed once enrolled and logged into the payroll software. Checklist of these items are listed under "Documents" once logged on.**
- Employee Paperwork (provide copy of Social Security card and voided check)

Reminder:

- Download ALL payroll reports from prior payroll provider's portal to keep for your records.

(including but not limited to: payroll reports, quarter-end tax returns, year-end tax returns, etc)