

# PAYROLL WORKSHEET

To set up your payroll, we need the following company information:

Type of Company:            Sole Prop.            Partnership            Corp.            Other\_\_\_\_\_

Legal Name: \_\_\_\_\_ DBA

Name: \_\_\_\_\_ Business

Address (not a PO Box): \_\_\_\_\_ Mailing Address

(If different from business): \_\_\_\_\_ Payroll Contact:

\_\_\_\_\_ Phone:

\_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_ Do you have a

Federal and/or State employer ID number? (If yes, enter them here and skip to the next page.)

Federal ID: \_\_\_\_\_ State ID: \_\_\_\_\_

If you do not have both numbers we will need some additional information to get the number(s) for you:

We need a description of your business. \_\_\_\_\_

For sole proprietors or partnerships, we need:

Date Business Started Operating: \_\_\_\_\_

Owners' Names, Social Security Numbers & Drivers License Numbers: \_\_\_\_\_

\_\_\_\_\_ If you

are operating as a corporation, please attach a list of all of the officers, plus their titles, social security numbers, driver license numbers and percent of ownership. We also need:

Incorporation Date (Date of Ownership): \_\_\_\_\_ Corporation Number:

\_\_\_\_\_

**We will need a voided check for the checking account that you will use for your payroll.**

How will you send us your payroll information?

Fax      Email      Online      Other \_\_\_\_\_

How often do you pay?

Weekly      Bi-Weekly      Semi-monthly      Monthly

What day or date do your pay periods end on? \_\_\_\_\_

What day or date does payroll fall on? \_\_\_\_\_

What is your estimated first check date? \_\_\_\_\_

Are you interested in direct deposit?      Yes      No

Would you like your employees grouped in departments? If yes, please list the departments:

\_\_\_\_\_

How would you like to receive your payroll?

I will pick it up      Mail      Courier      E-mail      Other

Would you like us to track vacation and/or sick accrual? If so, please attach a copy of your vacation/sick policy.

Do you have other employee benefits and/or deductions that need to be included in the payroll processing?

Insurance      Cafeteria Plans      Simple IRA      401 K Plan

Other : \_\_\_\_\_