
Payroll Checklist:

To expedite the process, it is helpful for you to gather your payroll and tax information. This list outlines the information you need to gather to get started with our payroll service.

- Federal ID#** - This nine-digit number appears in the following format: 12-3456789. This is the identification number that you use to deposit your Federal Income Taxes. You can find this ID on a 941 Tax Return Form, or your Federal Tax Deposit Coupon (Form 8109).
- State ID#** - This is the identification number that you use to deposit your State Income Taxes. You can find this ID on a Prior Quarter State Tax Return form or a State Tax Deposit Coupon.
- SUI ID#** - This is the identification number that you use to deposit State Unemployment Insurance taxes. You can find this ID on an Employment Deposit coupon, Unemployment Tax Return, or on an Annual Rate Notice. You might also contact your State Unemployment Agency for this number.
- SUI Employer Tax Rate** – This percentage is a rate assigned to an employer as a basis for calculating SUI taxes. You can find this rate on a State Unemployment return, or on an Annual Rate Notice. You might also contact your State Unemployment Agency to learn this number.
- Employee W-4 Information** – This information includes the employee’s name, address, social security number, marital status, exemptions, hire date, birth date, and termination date, if applicable. You need to supply this information for all active and terminated employees. You can find this information on payroll reports, employee ledger cards, paycheck stubs, or employee W-4 forms.
- Employee Payroll Information and Balances** – This information includes current employee’s wages or salaries, additional earnings, and voluntary deductions. In addition, please provide Quarter-to-Date and Year-to-Date totals for all active and terminated employees. You can find this information on your payroll register, paycheck stub, reports from your accountant or your Current payroll provider.
- Company totals** – This information includes your Quarter-to-Date and year-to-Date totals on a Company level for earnings, taxes, and deductions. You can find this information on your Payroll register, reports from your accountant or your current payroll provider.
- Bank Information** – The bank information is usually printed on a check. Please provide a Voided check for the account from which you want to receive debits for payroll, fees and payroll related taxes and direct deposits.
- Payroll by Payroll** – copy of any payroll journals run for current quarter.
- Quarterly Reports** – Copy of any Quarterly reports filed for current year if applicable