



## RunPayroll Company Setup

Questions? Call 970-266-8396 or email us at [Kristen@creatingtimeinc.com](mailto:Kristen@creatingtimeinc.com)

Company Name	User Name
Password (8+ digits, include a number, symbol and capital letter)	
<b>OFFICER OWNER INFORMATION</b>	
First Name	Last Name
Email Address	Phone Number
<b>COMPANY INFORMATION</b>	
Legal Name	DBA
Type of Business	Street Address
City	State                      Zip Code
Company Type	Phone Number
<b>OFFICER INFORMATION</b>	
Payroll Approver	Company Principal
Is the Company Principal the same as Payroll Approver? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Company Principal's Title	
<b>BANKING INFORMATION</b>	
Bank Name	Routing Number
Account Number	State Withholding ID
State Unemployment ID	State Unemployment Rate
Federal EIN	Payroll Frequency
Next Payday	For Next Period Ending On
If your check date lands on a weekend or holiday, check your option:	<input type="checkbox"/> prior to business day <input type="checkbox"/> next business day
Special Deductions: Check all that apply:	<input type="checkbox"/> Retirement plans <input type="checkbox"/> Pre-tax insurance premiums <input type="checkbox"/> Post-tax insurance premiums <input type="checkbox"/> Health savings accounts <input type="checkbox"/> Flexible spending accounts <input type="checkbox"/> Other post deductions
Company Principal's Social Security Number	