



FOUR BROTHERS FINANCIAL, LLC

**3171 Route 9 North - #282, Old Bridge, NJ 08857
PHONE: (732) 510-1977 FAX: (732) 640-5767**

PAYROLL TAX CHECKLIST

- **Name, Address, E.I.N of company**
- **State Entity/ ID #**
- **State UI Account Number**
- **Name, Address, Social Security number and D.O.B of employee**
- **Employee Hire and Date of Termination (if any)**
- **Address of place where the employee is currently working from.**
- **Amounts and dates of any tax payments sent to the govt.**
- **Employee Pay Date and Time Period for which pay is dispersed.**
- **Amount of Wage/Salary. Deductions and withheld amounts.**
- **Information on any Taxable Benefit provided such as housing, life insurance etc.**
- **Copy of W-4 form (if any)**

WE'RE THERE FOR YOU