wnat information needs to go into a New Client Packet

All of the sales packet paperwork filled out

- Company Legal Name
- DBA if they have one
- Delivery address**where the payroll is delivered.
- All contacts (there should always be at least two) with email addresses
- Tax Info
- Business Classification
- Payroll Frequency
- Calendar...please use dates and not the days of the week.

For Taxes:

- The latest tax return
- An IRS letter that has the company name and federal ID number
- State document that has the tax frequency on it (new clients will not have the tax freq most likely but ask)
- Form 8655 filled out correctly
- State power of attorney forms
- If a client is non profit we will need a copy of their 501(c) (3)

Bank Account:

- A copy of a voided check always
- If the name or the address ion the check is different we will need to know which to use
- Imperative on an older bank account we need a starting check number (don't just make on up)

Deductions:

- These are usually taken off of the payroll registers if they have them
- A New Company may be in the process of setting benefits up please notate them as pre or post tax

Specialties:

- General Ledger we will need a chart of accounts (there is a questionnaire for the client to fill out)
- Accruals we need to have the company policy (there is a questionnaire for the client to fill out)
- Time clock interface we will need a current file of what they import
- Premium only plan. If they have an older document that would be great

Additional Forms:

- HR Answer link filled out
- Sales accounting form completed
- Signature Form
- Client Responsibility Form
- Payroll Services Agreement
- Billing Proposal

Employee data:

- Legal name
- Address
- Social security number
- Hire date
- Birth date (especially if they have 401K)
- Pay rate
- Tax exemptions
- Email address if it is a paperless payroll
- Departments if they have a structure set up
- Direct deposit form with a copy of the check or letter from the bank
- List of deductions if they have any with the per payroll amount
- If there are any garnishments we will need a copy of the legal order

Employee earnings if applicable:

- Quarter to date totals for each employee and company totals including employer taxes per quarter
- If mid quarter conversion we will need each payroll for that quarter individually

Each employee must have separated:

- All earning and hours broken out
- All taxes broken out
- All deductions broken out