New Payroll Client Checklist

- ☐ **Contact Information**
  - **Name:** ____________________
  - **Address:** ____________________
  - **Phone Number:** ____________________
  - **Email address:** ____________________
  - **Business Name:** ____________________
  - **Business Address:** ____________________
  - **Business Phone:** ____________________
  - **Business Email:** ____________________
- ☐ **Payroll Periods:** ____________________
- ☐ **Pay dates and Frequency:** ____________________
- ☐ **If we process payroll for you how will we get payroll hours:**
  - ____________________
- ☐ **Voided Check**
  - **Bank Name:** ____________________
  - **Routing Number:** ____________________
  - **Account Number:** ____________________
- ☐ **Online Banking Login if applicable or can we set one up: YES NO**
  - **Username:** ____________________
  - **Password:** ____________________
  - **Security Questions and Answers:** ____________________

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- ☐ **EFTPS Login**
  - **Federal ID:** ____________________
  - **Pin:** ____________________
  - **Password:** ____________________
- ☐ **State Login**
  - **State ID:** ____________________
  - **Username:** ____________________
  - **Password:** ____________________

- **SUTA Login**
  - **SUTA ID:** ____________________
  - **Username:** ____________________
  - **Password:** ____________________
- **Wage levy Documents**
- **401 k's or IRA's**
- **Child Support Documents and Login if applicable**
  - **Username:** ____________________
  - **Password:** ____________________
- **Employee Info**
  - **W4 (Federal and State)**
  - **Direct Deposit Information (if applicable)**
  - **Driver's License and Social Security Number**
  - **I9 Form**
- **Signed Engagement letter**
- **Signed bank authorization**
- **How would you like payroll letters sent to you: EMAIL FAX MAIL**
  - **Address/Number to use:** ____________________
- **Special Instructions/notes:** ____________________

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