

# THOMSON & METIVIER

PC

certified public accountants

## Client Payroll Information Disclosure Worksheet

### Taxpayer Information

Name of taxpayer:		Employer Identification Number (EIN):
Address (number, street, and room/suite number):		State ID Number (if different than above):
City, State & Zip Code:		Unemployment ID Number:
Contact Person:	Title:	Business Telephone Number:
Email Address:	Fax Number:	Other Telephone Number:

### Payroll Services to be Provided

Please indicate which payroll services you would like Thomson & Metivier PC to provide you with and include any additional information required for those services to be performed. If any services do not apply please leave blank.

_____ Preparation of Payroll	Payroll schedule (weekly, biweekly, monthly etc) _____
_____ Payroll Tax Deposits	_____ Federal Tax Deposits <input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly <input type="checkbox"/> Semiweekly _____ State Withholding <input type="checkbox"/> Annual <input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly _____ FUTA Tax Deposits <input type="checkbox"/> Annual <input type="checkbox"/> Quarterly _____ SUTA Tax Deposits <input checked="" type="checkbox"/> Quarterly
_____ Quarterly Payroll Reports	_____ Form 941 Employer's Federal Tax Report _____ Form 1028 State Unemployment Report _____ Form 5080 State Withholding & Sales Tax
_____ Annual Payroll Reports	_____ Form 940 Federal Unemployment _____ Form 5081 Annual Return for State Sales and Withholding _____ Form W3/W2's Wage and Tax Statements _____ Form 1098/1099's Independent Contractor Statements
_____ Other	List: _____

### Online Account & Banking Information

Federal EFTPS Information	Michigan Treasury Online	MiWAM Account Information
PIN _____	User ID _____	Username _____
Password _____	Password _____	Password _____
Bank Name _____	Individual Name on Account _____	
Routing Number _____	Accounting Number _____	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
<b>QuickBooks Account</b>	<b>Other</b> _____	<b>Other</b> _____
User ID _____	User ID _____	User ID _____
Password _____	Password _____	Password _____

### Authorization Agreement

I authorize Thomson & Metivier PC to utilize the disclosed information provided on this worksheet in the preparation and reporting of the payroll services indicated above. I understand that this agreement does not relieve me, as the taxpayer, of the responsibility to ensure that all tax returns are filed and that all tax deposits and payments are made, and also that I may be responsible for signing and/or submitting any tax deposits and/or reports that Thomson & Metivier PC prepares for me. I further certify that I have the authority to execute this form and authorize disclosure of otherwise confidential information to Thomson & Metivier PC on behalf of the taxpayer.

### Sign Here

 \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_