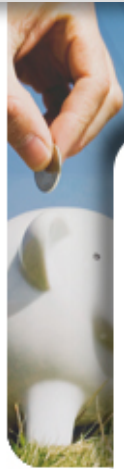


## Welcome

We want to say thank you. We know that you have a lot of choices when it comes to payroll vendors and we appreciate the opportunity to serve you. It is our goal to exceed your expectations in every way possible. The checklist was designed to help you understand what we need to get started. If you have any questions, please don't hesitate to contact us.



## What We Will Need:

- Employer Identification Number (EIN)**  
We require formal proof of your EIN such as a letter from the IRS or a copy of your last returns.
- State Tax Identification Numbers**  
We need your state withholding ID, unemployment ID, and unemployment rate for each state you have employees located.  
*\*If you are unsure or do not have these Identification numbers, simply let us know and we will be glad to help.*
- Voided Check from Company Account**  
We will need a copy of the check that you will use to fund the payroll and payroll taxes.
- Employee Data**  
We need each employee's name, address, social, marital status & withholdings, pay amount & pay type, direct deposit information and any deductions (if applicable). We can accept this information in a variety of formats or your Sales Representative can provide an employee packet to help you obtain this data.
- Year to Date Information (If Applicable)**  
If you have run any payrolls prior to starting with us *this* year, we will need your prior quarterly returns and an employee year-to-date report so that we can balance and verify the company totals.
- Signed Authorization Forms**  
These forms will be prepared by your Sales Representative after receiving the necessary information. Your signature allows us to assume the responsibility for filing and paying your payroll taxes.

## Next Steps:

- Once your Sales Representative has received the information, they will meet with your payroll specialist and go over every detail of your payroll.
- You will receive a call within a few days from your payroll specialist to go over the payroll details and any last minute changes.
- For the first payroll, we will run a pre-process review so that you may see the payroll numbers before the actual payroll is run for final approval.
- After the first payroll has been completed, your Sales Representative will go over the payroll reports and answer any questions that you might have.