



Start-Up Information Required of New Customers

New customers must provide the following **Payroll Information** before being added to the Installation Schedule. After these items have been received by your Sales Representative along with your signed Quote and Agreements, a Client Payroll Integration Specialist will be assigned to your account.

*Copies of your last **Quarterly Reports** and a recent set of Payroll Reports will satisfy most of these requirements.*

↓ Minimum Requirements – Submit to Sales Representative at Signing Ceremony ↓

- Proof of Legal Name and Federal Employer ID Number
 - Anything from the IRS or a copy of a 941
- Proof of State Unemployment Account Numbers and Rates
- Proof of State Withholding Account Numbers and Deposit Frequencies
- Proof of Local Withholding Account Numbers and Deposit Frequencies
- Bank Account Confirmation
 - a.) Please VOID a business-sized check from your payroll account, OR
 - b.) If this is a new account and you do not yet have checks, please have your bank issue a MICR form for your new account.

↓ Items Below Can Be Sent Directly to Assigned Client Payroll Integration Specialist ↓

- Basic Employee Information for Active and Terminated Employees
 - a.) Name and Address
 - b.) Social Security Number, Filing Status, and Number of Exemptions
 - c.) Rate of Pay, Salary, and/or Piece Work Rates
 - d.) Please indicate which employees have been terminated
- Additional Employee Info (if applicable) for Active and Terminated Employees:
 - a.) Direct Deposit Information
 - b.) Time Off Accrual Rates and Balances
 - c.) Workers' Compensation Code(s)
 - d.) Any and all deductions other than taxes (Insurance, 401(k), garnishments, etc.)
 - e.) Quarter-to-date and Year-to-date Wage, Deduction, Tax Totals for Each Employee
- Company Payroll Information:
 - a.) Department List or Labor List
 - b.) Time-Off Accrual Plan Information
 - c.) 401(k) or Pension Company Match Policy
 - d.) Workers' Compensation Codes and Rates
 - e.) Quarter-to-date and Year-to-date Wage, Deduction, Tax Totals for the Company
 - f.) Quarterly Returns from prior quarters in the current year
 - g.) Check Journals/Registers per payroll (Mid-quarter starts only) Summary page only