

Payroll Employer Information Sheet

General

Business Name: _____

Business Address: _____

City, State, Zip: _____

Filing Name (if different): _____

Filing Address (if different): _____

City, State, Zip: _____

Contact Name: _____

Phone: _____

Fax: _____

Email: _____

Company Type: ☐ S-Corp ☐ C-Corp ☐ LLC ☐ LLP ☐ Partnership
☐ Sole Proprietor ☐ 501c3 ☐ Other _____

Direct Deposit



Employer Bank Routing Number: _____

Employer Bank Account Number: _____

Principal Officer's Name: _____

Principal's Social Security Number: _____

Principal's Date of Birth: _____

Federal law requires that we store and verify information about the principal officer to help prevent money laundering and the funding of terrorist activity. The principal officer is the person who is the main contact for the bank account from which electronic payments (including direct deposit) are made.

Payroll

No. of W-2 employees _____

No. of 1099 contractors to be paid through payroll _____

First Date to Run Payroll MM____/ DD____/ YY ____

Federal EIN _____ ☐ Applied For

State Employer Account No. _____ ☐ Applied For

State Unemployment No. _____ ☐ Applied For

State Unemployment Insurance Rate _____% (if known)

Other state tax rates, if applicable: _____

Federal Deposit Schedule ☐ Monthly ☐ Semi-Weekly ☐ Other _____	State Deposit Schedule <i>Only applicable to states with income tax</i> ☐ Same as federal ☐ Other _____
Payroll History	
Attach any historical payroll information from this calendar year for all active <u>and terminated</u> employees ☐ Have not run any payroll yet this year Beginning of Calendar Quarter Start. If you will begin using our service at the start of the 2nd, 3rd, or 4th calendar quarter (April 1, July 1, or October 1), please include the following items. ☐ Year-to-date wages, taxes, and deductions for each employee ☐ Dates and amounts of all payroll tax payments made to date for current year tax liabilities Middle of Calendar Quarter Start. If you will begin using our service in the middle of a calendar quarter, please include the following items. ☐ Year-to-date wages, taxes, and deductions for each employee as of the most recent payroll ☐ Year-to-date wages, taxes, and deductions for each employee as of the end of the most recent calendar quarter <i>(not applicable if you are starting in the middle of the first calendar quarter)</i> ☐ Payroll register or other summary for <u>each</u> payroll date in the current quarter, including total amounts for each wage item, tax, and voluntary deduction on that date. ☐ Dates and amounts of all payroll tax payments made to date for current year tax liabilities	
Notes 	