

Conversion Checklist

Company Information

- ____ 1. Voided check from payroll account
- ____ 2. Signed paperwork by a corporate officer
 - *8821, 8655, Banking Agreement, other required state forms*
- ____ 3. Signed Price Proposal
- ____ 4. Any pre-printed document from the IRS with Federal ID # (EIN)
- ____ 5. Any pre-printed document from State Agency(s) with State Withholding # *and* State Unemployment # *and* rate for current year

Employee Information

- ____ 1. Employee Information (W-4 Information on all employees, this calendar year (name, address, soc. sec. #, and tax exemptions) The employee master is provided. Have each employee fill out this page.
- ____ 2. Direct Deposit Form with employees voided check &/or savings info

****We need 5-7 business days to turn around the above completed information before I can run your first payroll ****

Please call *[Name]* with any questions you may have at **xxx-xxx-xxxx**