



Company Setup

Company Legal Name when registered with the IRS will be on an SS-4 Application, tax coupon or IRS letter:

Bank Name: _____

Routing# 9 digit off of a check: _____

Company Bank Account#: _____

Company phone number _____

Company fax number _____

Company email _____

Company Address _____

City _____ **St** _____ **Zip Code** _____

Payroll Administrator... The person who will be processing the payroll

Executive Contact... Owner, partner or corporate officer

Federal Tax Information: **Federal ID#** _____

State Tax Information (If not yet received, write "Applied For" below)

State _____ SIT ID#: _____

SUI ID#: _____ % Rate: _____

Regular Payroll Schedule:		Period Start Date	Period End Date
<input type="checkbox"/> Weekly	1 st Check Date		
<input type="checkbox"/> Bi-Weekly	1 st Check Date		
<input type="checkbox"/> Semi-Monthly	1 st Check Date		
<input type="checkbox"/> Monthly	1 st Check Date		

If check date lands on weekend/holiday, process payroll(check one):

- Business day prior*
- Business day after*

Deductions.....if any:

Pre-Tax	Name To Display	Post-Tax	Name To Display
<input type="checkbox"/> Retirement Plan		<input type="checkbox"/> 401K Loan Repayment	
Employee Max %:		<input type="checkbox"/> Child Support	
Employer Match:		<input type="checkbox"/> Dental Plan	
Employer Max %:		<input type="checkbox"/> Garnishment	
<input type="checkbox"/> Sec 125 Med		<input type="checkbox"/> Life Insurance	
<input type="checkbox"/> Caf� 2		<input type="checkbox"/> Loan Repayment(non 401K)	
<input type="checkbox"/> Dental		<input type="checkbox"/> Medical Plan	
		<input type="checkbox"/> Repayment of Cash Advance	
		<input type="checkbox"/> Union Dues	