



Precisely Right Accounting

Professional Bookkeeping, Payroll & Tax Service

Thank you for choosing Precisely Right Accounting for your payroll service needs. Below is a list of the documentation we will require to start processing your payroll.

- ☐ Employee W-4's (with current address)
- ☐ Employee Hourly rate/Salary amount
- ☐ Labor and Industry rate (or L&I Account number)
- ☐ Employment Security rate (or ES reference number)
- ☐ Pay day dates
- ☐ Pay periods
- ☐ Company EIN (Employer Identification Number)
- ☐ Company current mailing address
- ☐ Payroll tax reporting:
 - 941 monthly depositor and quarterly filer
 - 941 quarterly depositor/filer
 - 944 annual depositor/filer

If Direct Deposit is desired, we will require the following.

- ☐ Bank account information – checking account number, routing number, financial institution name, and the name on the account.
- ☐ Direct Deposit forms completely filled out with a voided check (a copy of this form is acceptable)

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