

## New Payroll Client Checklist

Thank you for choosing Macro Management Services, Inc., to provide your payroll service! We look forward to a long, positive relationship with you.

Although payroll services are typically viewed as routine, repetitive activities, it is critical we set up your records correctly at the beginning. This will save a lot of time and frustration down the road. Please take the time necessary to provide as much information possible in this form.

If your business includes more than one entity, please consider furnishing us a diagram of how they are owned and/or organized. In the section called "Information for Each Entity," please make as many copies as needed.

If you have any questions about this document or how to best complete it, please call (210) 226-1047.

### Parent Company Information

- S Corp
- Partnership
- LLC – articles recorded
- Other: \_\_\_\_\_

Federal EIN: \_\_\_\_\_ Start date of business: \_\_\_\_\_

When does your fiscal year end? \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip code: \_\_\_\_\_

DBA's: \_\_\_\_\_

Primary contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Bookkeeper: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

What are reporting periods for financials? \_\_\_\_\_

Other than the bookkeeper, are there others who will require payroll reports? If yes, please list:

\_\_\_\_\_

## Information for Each Entity – please make additional copies as needed

- S Corp
- Partnership
- LLC – articles recorded
- Other: \_\_\_\_\_

Federal EIN: \_\_\_\_\_ Start date of business: \_\_\_\_\_

When does your fiscal year end? \_\_\_\_\_

### Taxes

State workers comp number & current rate:

- Complete login information supplied to Macro

State withholding number & rate plan:

- Complete login information supplied to Macro

State unemployment number & current rate:

- Complete login information supplied to Macro

941 and state tax

- Copy of most recent federal filing supplied to Macro
- Copy of most recent state (income tax, unemployment filing(s)) supplied to Macro

### General

Physical location(s) associated with this entity – please provide complete physical addresses:

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Number of employees (per location, if applicable): \_\_\_\_\_

Bank information for payroll account

- Complete login information supplied to Macro

Point of Sale system: \_\_\_\_\_

How are time and attendance tracked? \_\_\_\_\_

Job codes with rate of pay

- Supplied to Macro, including salaried employees

Pay dates:

Most recent pay date: \_\_\_\_\_

Pay date prior to most recent: \_\_\_\_\_

Start of payroll year: \_\_\_\_\_

## Deductions

- Employee uniform deduction policy supplied to Macro
- Employee meal deduction policy supplied to Macro
- Other deduction policy supplied to Macro

## Benefits

- Health insurance: agent name and phone number: \_\_\_\_\_
- 401(k) – administrator name and phone number: \_\_\_\_\_
- Vacation or sick time accrual
  - supplied to Macro

## Tips

Do you have a policy on employees' tip declarations?

- supplied to Macro

Is there a tip pooling policy?

- supplied to Macro

Are credit card tips paid through payroll?

- supplied to Macro

## Information for Each Employee

- Form W-4 complete
  - Form I-9 complete
  - State withholding form complete
  - Voided check for direct deposit
  - Copy of child support order
  - Copy of wage garnishment
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- Master employee roster supplied to Macro