



PAYROLL PROCESSING CHECKLIST

APPLICATION (3 PAGES TOTAL)

- ORDER FORM
- REPORTING AGENT AUTHORIZATION FORM
- CLIENT ACCOUNT AGREEMENT

SUPPORTING DOCUMENTATION

- FEDERAL IDENTIFICATION PROOF (ONE OF THE FOLLOWING):**
 - 941 FORM (FROM CURRENT PAYROLL COMPANY'S QUARTERLY REPORTS)
 - EMPLOYER IDENTIFICATION NUMBER (EIN) LETTER
 - TAX RETURN
- VOIDED CHECK**
 - THE BANK ACCOUNT PAYROLL WILL BE DRAWN FROM
- CHECK SIGNATURE FORM**
 - REQUIRED TO AUTHORIZE ELECTRONIC SIGNATURES FOR LIVE CHECKS/ NON-DIRECT DEPOSITS

WEEKLY & QUARTERLY REPORTS (FROM THE CURRENT PAYROLL COMPANY)

- FORM 1 (INCLUDES THE FOLLOWING):**
 - STATE UNEMPLOYMENT INSURANCE RATES
 - STATE UNEMPLOYMENT NUMBER
 - EXEMPTION NOTICE (IF APPLICABLE)
- EMPLOYEE W4 INFORMATION**
 - MOST PAYROLL PROCESSORS WILL PROVIDE A MASTER REPORT
- YEAR-TO-DATE INFORMATION ON EACH EMPLOYEE**
 - THE AMOUNT EACH EMPLOYEE HAS BEEN PAID IN PREVIOUS QUARTERS (IN TOTAL) AND THE CURRENT QUARTER TO DATE (BY PAYROLL)