

New Client Checklist

For each **New Tax Filing Client**, you will need to submit a **COMPLETE** order through OTTO.

Please include the following:



- ☐ **Federal Identification Proof** (Not required, but needed whenever possible)
- ☐ **Voided Check/Bank Proof:**
 - ☒ **Acceptable Bank Proofs:**
 - Voided Check
 - Check must show pre-printed company name, address & fractional number.
 - See [Help & Resources: OTTO Tips & Tricks: Voided Check Requirements](#) for more information.
 - Screenshot of Online Bank Account
 - Bank Statement
 - Bank Account Agreement
 - Preprinted Check reorder Form
 - ☒ **Not Accepted:**
 - Starter Checks
 - Voided checks missing info
 - Personal checks
 - Deposit slips
 - Any handwritten documentation
- ☐ **Check Signature Form (If applicable)**
- ☐ **Current-quarter report requirements:**
 - Consolidated Current Quarter payroll summary with employee and company totals for any payrolls processed outside of ADP
 - Payroll by payroll detail by check date with employee and company totals
 - For clients with COVID earnings, proof of federal deposits to determine if client used the available credits
 - Proofs of FUTA Deposit made for the current quarter-to-date
- ☐ **Prior-quarter payroll reports with a detailed earnings and deductions breakdown:**
 - Consolidated YTD for prior quarters if client DID NOT have COVID earnings
 - Individual QTD reports by quarter with employee and company totals for clients who HAD COVID earnings
 - Federal 941, State Income and SUI returns for all prior quarters
 - Proof of FUTA deposits, prior quarter-to-date, if applicable

- ☐ **For 943/944 filers:** YTD payroll summary reports by check date with individual reports for each check date to include employee and company totals and EFTPS reports for any deposits made by the client YTD.
- ☐ **Detailed employee information** (active and termed): name, address, SSN, gender, marital status, DOB, dependents and/or allowances/dependents for 2021 W4
- ☐ **CAA:** Bank proof information must match what is on the CAA
- ☐ **RAA:** Must be complete with current quarter info, correct title, approved signatory, etc.
- ☐ **EFTPS proofs for all accounts:** ONLY FOR 944 AND 943 and if account has COVID earnings
- ☐ **Valid state IDs:** For states that do not accept Applied For
- ☐ **"Know Your Client" due diligence:** refers to your responsibility as an ADP Service Partner to perform due diligence on your new clients. This obligation is outlined in our Terms and Conditions of Service (located in the "Support" section of RUN Payroll for Partners). ADP Partners are required to submit one of the below documents via OTTO – under "Know Your Client" – for each new payroll client:
 - Federal Proof (SS4)
 - Jurisdiction document with state ID number (SIT, SUI, SDI, etc.), and legal entity name
 - Prior tax filings (federal and/or state)
 - Entity formation documents:
 - Corporations/LLCs: certificate/articles of incorporation
 - Partnerships: partnership agreement
 - Sole Proprietorships: photo identification of the owner (driver's license, passport), and a business license
 - Certificate of Good Standing certified by the state
 - Letter/email from bank (sent to ADP by the bank)

In addition, you **must select a NAICS description code** (for primary business activity) when completing the "Client Information" page.

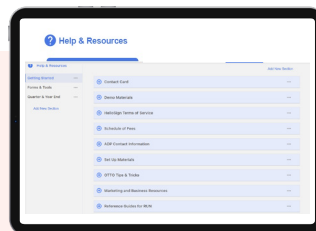
Note: Some states may require specific forms. Please reach out to your dedicated ADP service team with questions on your state's specific requirements.

IN OTTO

Click on Help & Resources for help



Use the + sign to expand on each item



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