

Checklist for New Client Set Up

- ✓ Number of employees _____
- ✓ Frequency of payroll (weekly, bi-weekly, semi-monthly or monthly)
- ✓ Normal Check Day _____ Normal Transmit Day _____
- ✓ Period Begin _____ Period End _____
- ✓ Direct Deposit – Need copies of Employees checks for set up
- ✓ Digital Check Signature \$75 One Time Fee – YES or NO
- ✓ Fold and Stuff payroll – YES or NO
- ✓ Any special reporting needs
- ✓ Type of input – PHONE FAX NETCLIENT Email AUTO-PAY
- ✓ Delivery – Messenger Netclient Website Upload Email Pick Up House Delv
- ✓ Section 125 plan for insurance deductions/do you need us to administer
- ✓ Any 401(k) reporting needs – YES or NO
- ✓ Copy of Employee W-4's
- ✓ Copy of a voided check from your payroll account
- ✓ Pay as you go workers comp – YES or NO
- ✓ 1st Check Date _____
- ✓ Fee Structure _____ Set Up Fee _____
- ✓ Company Name/Address _____

- ✓ EIN _____ IDES _____ Rate _____
- ✓ Phone # _____ Fax # _____
- ✓ Email _____

Quarterly _____
Discount _____
Term _____
Year End _____

Check Set Up – Company Name (DBA) _____

Starting Check Number _____

Earnings

Deductions

SUBJECT TO THE FOLLOWING TAXES

FICA/MHI FED WH STATE WH SUTA FUTA

Departments _____

Mid Year Take Over: Has FUTA been deposited w/IRS Y or N or ????

How much \$\$ YTD FUTA _____

Has SUTA been deposited w/IDES Y or N or ????

How much \$\$ QTD SUTA _____

941 Deposits Made for Current Quarter (Date and Amount)

State W/H Deposits Made for Current Quarter (Date and Amount)

AUTHORIZED CONTACTS:

Other: