



Legal Business Name		
Business DBA (if applicable)		
Business Type		
S-Corp	C-Corp	LLC
LLP	Partnership	Sole Proprietor
501c3		
Business Address		
City	State	Zip
Mailing Address		
City	State	Zip
Telephone	Fax	Email

Business Industry
Please describe in a few words about the services or products that you provide

Contact Name	Title
Mailing Address	
City	State
	Zip
Telephone	Fax
	Email

Direct Deposit Information

Federal law requires that we store and verify information about the principal officer to help avoid money laundering and the funding of terrorist activity. The principal officer is the person who is the main contact for the bank account from which electronic payments are made.

Employer Bank Routing Number _____

Employer Bank Account Number _____

Bank Name _____

Location _____

Principal Officer's Name _____

Principal's Social Security Number _____

Principal's Date of Birth _____

Payroll Information

Number of W-2 Employees _____

Number of 1099 Independent Contractors to be paid through payroll _____

First Date to Process Payroll _____

Federal EIN _____ Applied For

State Employer Account Number _____ Applied For

State Unemployment Number _____ Applied For

State Unemployment Insurance Rate _____% (if known)

Other State Tax Rates (if applicable)

Federal Deposit Schedule

- Monthly
- Semi-Weekly
- Other _____

State Deposit Schedule

- Same as federal
- Other _____

Payroll History

Attach any historical payroll information from this calendar year for all active and terminated employees

- Have not run any payroll yet this year

Beginning of Calendar Quarter Start

If you will begin using our services at the start of the 2nd, 3rd, or 4th calendar quarter, please include the following items:

- Year-To-Date wages, taxes, and deductions for each employee
- Dates and amounts of all payroll tax payments made to date for current year tax liabilities

Middle of Calendar Quarter Start

If you will begin using our services in the middle of a calendar quarter, please include the following items:

- Year-To-Date wages, taxes, and deductions for each employee as of the most recent payroll
- Year-To-Date wages, taxes, and deductions for each employee as of the end of the most recent calendar quarter (not applicable if you're starting in the middle of the first calendar quarter)
- Payroll register or other summary for each payroll date in the current quarter, including total amounts for each wage items, tax, and voluntary deduction on that date
- Dates and amounts of all payroll tax payments made to date for current tax year liabilities

Business Representative

Date