

Payroll Set-up

Client's Name _____ Title* _____

What is the Legal name of your Business? _____

Is this also the doing business as (DBA) name for your business?

Is the owner's name the same as the client's name? _____

Business Description _____

Address Information Please provide company address information
Let us know your Legal address.

Contact Name _____

Address _____

Is this your DBA address as well? _____

Is your shipping address the same as legal address? _____

Tax Filing

Please answer the following payroll related questions

Number of employees currently employed. _____

Number of Employees Paid this year, no longer employed _____

When will your first check date be utilizing services from ONE STOP ENTERPRISE CO? _____

What is the pay period for the first check date identified above? _____

What day are you planning on submitting the first payroll for processing? _____

Bank Information

Provide U.S.A bank account information you would like to use for Taxes

Bank Routing Number _____

Bank Account Number _____

Bank Name _____

Bank Address _____

The forms listed below will be required to submit your payroll order.

Required Forms:

- Jurisdiction document with state ID number (SIT, SUI, SDI, etc.); must include legal entity name
- Prior tax filings (Fed and/or state)
- Entity formation documents:
 - Corporations/LLC: Certificate/Articles of Incorporation
 - Partnership: Partnership Agreement
 - Sole Proprietorship: Photo identification (i.e., driver's license, passport) of the owner and a business license
- Certificate of Good Standing certified by the state
- Business Bank Statements.

Signature

Date