Payroll Set-up

Company Representative 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_____

**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 start? _____

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

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

Payroll Frequency: Weekly   Bi-Weekly   Semi-Monthly   Monthly   Quarterly   Annual

Bank Information

Provide U.S.A bank account information you would like to use for Payroll and 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** *
- **Federal Employer Identification Number (FEIN)** *
- **State Unemployment Insurance ID (SUI ID)** *
- **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.** *

Acceptable Bank Proofs:

* Voided Check
- Check must show pre-printed company name, address, & fractional.
* Screenshot of Online Bank Account
* Bank Statement
* Bank Account Agreement
* Preprinted Check Reorder Form

_____   _____
                          Signature   Date

Bank Proof Requirements
- Bank accounts must be U.S.-based checking accounts.
  - Savings accounts, cash management accounts, and lines of credit are not accepted.
- The name on the account must match the legal or DBA name provided on the Client Account Agreement (CAA).
- The bank routing number and account must match that provided on the CAA.

The following are acceptable forms of bank proof. They must contain the items listed in order to be considered valid.
- **Voided Check**
  - Bank fractional number
  - Company name
  - Bank name
  - ABA and DDA
  - "VOID" written on the check, with no other handwriting
- **Bank Statement**
  - Must be timestamped
  - Must be dated within 30 days
  - Company name
  - Bank name
  - ACH/electronic ABA
  - Full unmasked DDA
  - Must include all pages, with no edits, handwriting, or redaction
  - Must show a minimum account balance of $0.00
- **Bank Confirmation or Verification Letter**
  - Company name
  - Bank name
  - ACH/electronic ABA
  - Full unmasked DDA
  - Signed by both Banker and authorized signer(s)
- **Pre-printed Check Reorder Check/Form**
  - Company Name
  - Bank name
  - ABA and DDA
  - Does not need to have "VOID," but must include pre-printed 'reorder' wording indicating it is a pre-printed reorder check form

- **Bank Signature Card**
  - Company name
  - Bank name
  - ACH/electronic ABA
  - Full unmasked DDA
  - Signed by both Banker and authorized signer(s)
- **Screenshot of Online Bank Account**
  - Must be dated within 30 days
  - Timestamp indicating date of document
  - Must show the whole screen (not cropped)
  - Company name (not a nickname)
  - Bank name/logo
  - ACH/electronic ABA
  - Full unmasked DDA
  - May be from a desktop or mobile app
    - For mobile screenshots, if you are unable to include the timestamp with date in a single screenshot, you may provide a second screenshot that shows the last date of login with the bank name and last four digits of the account number.