



Payroll Setup Checklist

START HERE: You'll need the following information to set up your Payroll Service. You can find the information in your own records, from your accountant, or from federal and state agencies.

1. Company Information

- Company bank account:** For direct deposit or electronic tax payments.

2. Compensation and Benefits

- Types of employee benefits:** Such as hourly wages, salaries, bonuses, commissions, and tips.
- Types of employee compensation:** Such as health and dental insurance, 401(k), retirement plans, vacation/sick leave, or Flexible Spending Account (FSA).
- Other additions and deductions:** Such as cash advances, mileage and travel reimbursements, union dues, and wage garnishments.

3. Employees

- Completed [Form W-4](#) for each employee..** (Tip: If not available, enter "single" and "0" allowances; you can change these values later.)
- Pay rate:** Hourly, salary, commission, etc.
- Paycheck deductions:** Employee contributions to health insurance, retirement plans, or garnishments (child/spousal support).
- Sick/vacation hours balance:** if applicable.
- Hire and termination dates.**



4. Direct Deposit

- Direct Deposit:** Employees' bank account and routing numbers for direct deposits to their bank accounts (additional fees apply).

5. Tax Information

- Federal Employer Identification Number (FEIN) and state agency ID numbers:** You'll need unique ID numbers from the IRS and state agencies to file and pay taxes. Contact the agencies to apply for these ID numbers (see www.payroll.com/compliance).
- Filing requirement and deposit schedule for payroll taxes:** Requirements for when to file and deposit payroll taxes vary. Companies that owe more payroll tax typically pay and file more frequently. See www.payroll.com/compliance or contact the IRS and your state agency to determine your requirements.
- Electronic Federal Tax Payment System (EFTPS) enrollment:** It's mandatory to submit federal tax deposit payments electronically. You can enroll in EFTPS at www.eftps.gov/eftps.
- Other tax information:** Such as state assessment, surcharge, administrative or training tax rates, and local or other taxes, if applicable.

6. Prior Payrolls

NOTE: If you've already paid employees this calendar year, we need to know the amounts to accurately calculate new paychecks and complete your tax forms.

- For the current quarter:** Payroll details from each paycheck.
- For each prior quarter of this calendar year:** Summary by employee and summary for all employees (total company payroll).

7. Liability Information

- For the current quarter:** Copies of all payroll liability checks.
- For each prior quarter of this year:** Summary of payroll liability payments