

Payroll Services

Information and Documents Required to Set up Your Payroll:

Payroll History

YTD Wage Information (Closed Quarters)
QTD Wage Information (Current Quarter)
Unemployment Insurance Rate
Worker's Compensation Rate, Codes, Classifications
401(k) and/or Section 125 Plan Information
Vacation/Sick Accruals

Tax Information

Proof of Federal and State ID Numbers
QTD Federal and State Deposits
Quarterly Tax Returns (Current Year)
Local Tax Information, including Rates

Employee Data

Employee Name, Address, SSN
Name, Address, DOB SSN of any Wage
Earning Minor Dependents
Filing Exemptions, Marital Status
Federal/State Withholdings
Employee Numbers, Hire/Termination Date
Department and/or Location, Wage Rate
Garnishments, if Applicable
Direct Deposit Information

Other Information

Third Party Vendor Information
(e.g. Garnishment Payees, Child Support, Voluntary Deductions)