Payroll Setup Checklist

Questions? Call 866-729-2925

Here is a checklist to help you set up payroll quickly and easily.

1. Company Information

You'll need:

- ☐ **Employer Bank Account**: Required to use direct deposit and make electronic tax payments.
- ☐ **Employee Pay Types**: Such as hourly wages, salaried wages, bonuses, commissions, and sick/vacation leave.
- ☐ **Company Contributions**: Such as health insurance or 401K retirement plan.

2. Employee Information:

For each employee you paid this calendar year (including active, inactive and terminated employees), you'll need:

- ☐ **Completed** Form W-4: (Hint: If you can't get this form from each employee before the first paycheck, the defaults are "single" and "0" allowance, and you can change them later.)
- ☐ **Pay Rate**: Hourly, salary, commission, etc.
- ☐ **Paycheck Deductions**: Amount to be taken out of paycheck for employee contributions to health insurance, retirement plans, or garnishments (child/spousal support).
- ☐ **Balance of Sick/Vacation Hours already accumulated this year**: if applicable
- ☐ **Employee Bank Account for Direct Deposits**: (Hint: Use a voided check from the employee's bank account, not a deposit slip).
- ☐ **Hire Date**

3. Company Tax Information

All of the following payroll tax information is available from the IRS and your state or local tax agency.

- ☐ **Federal Employer Identification Number (FEIN)**: Contact the IRS to get a FEIN, to identify your business on your payroll tax payments and filings. (Hint: you can do your first payroll without a FEIN, but you will need it to make payroll tax payments and filings.)
- ☐ **State Agency ID Number(s)**: If you do not have an ID number for unemployment or state tax withholding, contact your state's agency directly. This number is used to keep track of your payments.
- ☐ **State Unemployment Insurance (SUI) Contribution Rate**: Contact your state's unemployment insurance office to obtain your rate.
- ☐ **Filing Requirement and Deposit Schedule for Payroll Taxes**: As companies get bigger and owe more in payroll taxes, they are required to pay and report payroll taxes more frequently. If you are unsure of your federal and state filing requirement and deposit schedule, call the IRS at (800) 829-4933 or your state tax agency to confirm. You can also call our support line.

4. Company History:

If you have already paid employees this calendar year, we need to know the amounts to accurately calculate your new paychecks and complete your tax forms. You can find this historical information on your employee paystubs or in your payroll reports.

You'll need:

- ☐ **For the current quarter**: Payroll details for each paycheck previously issued during the current quarter.
- ☐ **For prior quarters (if applicable)**: Summary by employee for prior quarters of this calendar year.

Questions? Call 866-729-2925