

## Assisted Payroll Setup Checklist

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### IMPORTANT INFORMATION REGARDING YOUR NEW PAYROLL SERVICE

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To ensure a great Setup experience with accuracy, you need to gather the following items **before** you start the Payroll Setup.

#### 1. Historical Payroll Information

If you are starting Assisted Payroll in:

**the 1st quarter of the calendar year** (January 1 through March 31):

- Payroll summaries for each paycheck issued during the quarter

**the 2nd, 3rd or 4th quarter of the calendar year** (April 1 through December 31):

- For each closed quarter: Payroll summaries **by quarter**

- For the current quarter: Payroll summaries **by paycheck**

*NOTE: Summaries should contain gross wages, taxes withheld (Social Security, Medicare, Federal and state withholding) and all other deductions (medical insurance, 401(k) or other retirement deductions, union dues, wage garnishments, etc.)*

#### 2. Tax Agency Information & Current Year Filings

- Federal EIN (Employer Identification Number), also known as a Federal Taxpayer Identification Number. You can call the IRS at (800) 829-4933 to request verification of your Federal EIN and registered Legal address.
- State tax account number(s). You will need your State Unemployment Insurance and State Withholding registration numbers if they are different agencies. ***In order to file your payroll taxes and returns accurately, it is important you have your State ID numbers in the exact format provided by the state.*** If you are a new employer, be sure to fill out an application(s) for your state account numbers and submit the application(s) to the appropriate state agency. You can find these registration forms on our web site at <http://www.payroll.com/support/stateforms.html>
- State unemployment contribution rate (you might need to call your state unemployment office to obtain your contribution rate)
- Any state assessment, surcharge, administrative, or training tax rates
- Any local city or county taxes
- Copies of both state and federal tax forms, such as Forms 941 and DE6, for each closed quarter

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**IMPORTANT! Fax all payroll summaries and quarterly filings to 888-437-8001 for account verification.**

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### 3. Employee Information

- W-4 information for all employees paid in the current calendar year, including:
  - Each employee's name (must exactly match the name on employee's Social Security card)
  - Social Security Number
  - Home address
  - Marital status
  - Wage rate (hourly, salary, commissions, etc.)
  - Number of allowances (exemptions) that are claimed
  - Voluntary deductions
  
- Direct Deposit information (use a voided check, not a deposit slip)
  
- Hire date
  
- Termination date (if applicable)

### 4. Reporting Agent Authorization

We sent the following forms to you. They need to be completed and faxed back to activate your account:

- Fax completed Reporting Agent Authorization documents including:
  - Federal 8655 form
  - Intuit Limited Power of Attorney and Tax Information Authorization form
  - Copy of your proof of IRS registered legal name and address
  - If you have employees living or working in Alabama, Delaware, Oklahoma, South Carolina or West Virginia, mail completed Notary Public Supplement to Intuit LPOA & Tax Information Authorization to: Computing Resources, PO Box 30005, Reno, NV 89520-3005

***Don't forget that you need to be in front of your high-speed internet connected computer with your QuickBooks software running and logged in as administrator during your setup. If you have a multiple user function, it must be changed to the single-user mode.***

## HELPFUL HINTS FOR FINDING INFORMATION

We've compiled the following list to help you find the information you'll need if you used a different payroll service provider prior to Intuit, or used QuickBooks® Standard or QuickBooks® Enhanced Payroll Services.

### *Payroll information: Reports in which I can find my historical payroll data:*

#### **Glossary:**

UI RATE: Unemployment Insurance Rate  
EE INFO: Employee Information  
YTD: Year to date  
QTD: Quarter to date

#### ***Paychex***

UI RATE AND ID	Payroll Summary
EE INFO	Employee Earnings Record
YTD	End of Quarter YTD
QTD	Employee Earnings Record
CURRENT PAYROLL	Payroll Journal or Payroll Register
QUARTERLY TAX RETURNS	941 and State return by quarter

#### ***ADP***

UI RATE AND ID	Statement of Deposits and Filings for the State
EE INFO	Master List or Master Control
YTD	Master List or Master Control
QTD	Generally are not available until well after the QTR, so will need to request payroll registers
CURRENT PAYROLL	Payroll register
QUARTERLY TAX RETURNS	Statement of Deposits and Filings for the State and Federal

#### ***QuickBooks® Standard Payroll & QuickBooks® Enhanced Payroll***

UI RATE AND ID	Previous Quarter Returns, or Payroll Item List
EE INFO	Contact List
YTD	Payroll Summary
QTD	Payroll Summary
CURRENT PAYROLL	Payroll Summary
QUARTERLY TAX RETURNS	941 and State returns

## **WANT MORE INFORMATION?**

The QuickBooks Payroll website contains important information about your new payroll service, including how to get started, answers to common questions, and tips and hints on processing your payroll. Follow the link <http://www.payroll.com/hot>.