Intuit Online Payroll
Setup Checklist

Print this checklist for easy reference, then gather the following items *before you start Setup* – you'll need this information to quickly and accurately set up and run your first payroll on the service.

Tips:

- We list items here in roughly the same sequence as the corresponding Setup questions. Organize the items in this order, so that you can easily access them as you go through Setup.
- We list only the information that's required to run your first payroll. You can return to Setup later to finish entering the remaining information for filing forms and tax deposits.
- Give yourself time to set up your payroll. You want to complete set up *before* you run your first payroll in 2010.

Company information

☐ **Your type of business:** Small business, household business (nanny, gardener, and so on), or accounting professional?

☐ **Your contact information:** Name and email address you use as the primary contact at your company regarding payroll system issues.

☐ **Company name and address:** Your "Doing Business As" (DBA) name and address for receiving company mail.

Employee information

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

☐ Employee's completed **W-4 form**[1]
(for copies of blank tax forms, see **Resources** on The Government Stuff site at http://payroll.intuit.com/payroll_resources/federal_tax_withholding/index.jsp).

☐ **Hire date**
☐ **Termination date** (if applicable)
☐ **Pay schedule** (how often) and **pay rate:** hourly, salary, commissions, and so on

> **In QuickPayroll**, go to **Reports** > **List Reports** > **Employee** > **Withholding**. Then click **Customize** , click **Pay Period**, then click **OK** to add this column to the report

☐ Paycheck **deductions**: 401(k), insurance, garnishments, and so on (if applicable)

> **In QuickPayroll**, go to the Navigator, click **Payroll and Employees**, click the **Employees** icon, then double-click the name of the employee. Click the **Payroll Info** tab, then review the information under **Additions**, **Deductions**, and **Company Contributions**.

☐ **Vacation/Sick** hours balance (if applicable)

> **In QuickPayroll**, go to the Navigator, click **Payroll and Employees**, click the **Employees** icon, then double-click the name of the employee. Click the **Payroll Info** tab, then click the **Sick/Vacation** button.

---

[1] **W4 Form**: A tax form prepared by an employee for an employer indicating the employee's exemptions and Social Security number. This form lets the employer determine the amount of taxes to be withheld for the employee.

Federal tax information

☐ **Your business category:** Sole proprietor, 501(c)(3)[2] non-profit, or neither?

☐ **Company filing name and address:** The name and address used to apply for your Federal Employer Identification Number (EIN).

In QuickPayroll, click the **Company** tab, then click **Company** Info.

☐ **Tax deposit/filing** schedule (monthly, quarterly, and so on)
Note: Your tax deposit schedule and form filing schedule may be different.

State / local tax information

☐ **Tax deposit/filing** schedule (monthly, quarterly, and so on)
Note: Your tax deposit schedule and form filing schedule may be different.

☐ **Local tax jurisdictions** (if applicable)

Year-to-date payroll information

Important: We recommend that you finish using QuickPayroll on **12/31/2009**, and that you run your first 2010 payroll using Intuit Online Payroll. This will save time, as you won't have to enter any year-to-date payroll information in the new year.

Calendar year 2009

If you *do* start paying W2 employees using Intuit Online Payroll *before* 12/31/2009 (so, **4th quarter of 2009**: October 1 through December 31), then you'll need to enter year-to-date information during payroll setup.

Gather the following payroll summaries (wages, withholdings, and deductions,) and liabilities you've paid so far to each agency (tax payments and payroll deductions and contributions):

☐ Year-to-date totals through 9/30/2009 broken down by employee
☐ Quarter-to-date wages through the last payroll in the 4th quarter of 2009, broken down by employee
☐ Payroll totals for each payroll

In QuickPayroll, go to **Reports** > **Payroll Reports** > **Summary**. Specify a custom date range in the **From**/**To** date fields. The **From** date should be the first day of the quarter and the **To** date should be today's date, assuming that after today, you will no longer use QuickPayroll.

Calendar year 2010

If you start paying W2 employees using Intuit Online Payroll *in 2010* (so, **after January 1, 2010**), and you issue at least one payroll *before* you start paying employees using Intuit Online Payroll, then you'll need to enter 2010 year-to-date information during payroll setup.

Gather the following payroll summaries (wages, withholdings, and deductions,) and liabilities you've paid so far to each agency (tax payments and payroll deductions and contributions):

☐ Year-to-date totals for 2010, broken down by employee
☐ Payroll totals for each 2010 payroll

In QuickPayroll: Since you can't run payroll using QuickPayroll after 12/31/2009, year-to-date information for 2010 does not exist in QuickPayroll.

[2] **501(c)(3) non-profit**: A charitable organization. Organizations described in section 501(c)(3) of the Internal Revenue Code (other than organizations that test for public safety), are eligible to receive tax-deductible contributions in accordance with Code section 170.