

Payroll Setup Checklist

Gather the following items before you start setting up payroll. You'll need this information to quickly and accurately set up your account and avoid problems later when you start using QuickBooks Payroll.

1. 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 (2019 and prior or 2019 and later forms - sample attached)
- ☐ Pay rate (hourly, salary, commission, etc.)
- ☐ Paycheck deductions (401(k), insurance, garnishments, etc.)
- ☐ Sick/vacation hours balance (if applicable)
- ☐ Direct deposit information (use a voided check, not deposit slip, of the employee's bank account)
- ☐ Hire date
- ☐ Termination date (if applicable)
- ☐ State where employee lives and works

2. Company Information

Even though you've already set up your company file in QuickBooks, the payroll setup interview requires the following information about your company:

- ☐ Company **bank account information**; only required if you'll be paying employees by direct deposit or e-paying taxes (use a voided check, not a deposit slip, of the bank account you'll use to pay employees)
- ☐ Types of **compensation** you give to your employees, such as hourly wages, salaried wages, bonuses, commissions, and tips
- ☐ Types of **benefits** you offer your employees, such as health insurance, dental insurance, 401k retirement plan, vacation/sick leave, Flexible Spending Account (FSA)
- ☐ Types of **other additions and deductions** you provide for your employees, such as cash advances, mileage reimbursements, union dues, and wage garnishments

3. Tax Information

Contact your professional tax advisor or the IRS if you're not sure of the federal form to file. The following payroll tax information is available from your state or local tax agency. For contact information for each state tax agencies, visit:

<https://quickbooks.intuit.com/learn-support/en-us/payroll-compliance/payroll-tax-compliance-links/00/390758>

- ☐ State unemployment insurance (SUI) contribution rate: _____
Contact state unemployment insurance office to obtain your rate
- ☐ State agency ID number(s)
For unemployment and/or state tax withholding; contact the appropriate state agency directly if you do not have an ID number for them
- ☐ State assessment, surcharge, administrative or training tax rates (if applicable)
- ☐ Copies of both state and federal tax forms for each closed quarter this year
- ☐ Tax deposits/filing schedule (monthly or quarterly)

4. E-pay accounts

To schedule tax payments using e-pay requires you to identify and set up a payroll liability bank account in your QuickBooks Chart of Accounts.

- ☐ Bank account set up for e-payments (use a voided check, not a deposit slip, of the bank account you'll use for e-payments). These are not the same as the account/routing numbers for online banking stored in your QuickBooks Chart of Accounts.

5. Enrollments

Certain tax agencies require that you submit your electronic payroll tax forms (e-file) and payroll tax payments (e-pay) through separate tax program.

- ☐ Enrollment instructions for each agency. For detailed instructions for each agency visit the [enrollment instructions](#) page.

6. Payroll History Information

If you are starting 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: Employee payroll summaries should contain gross wages, taxes withheld (Social Security, Medicare, state withholding) and all other deductions (medical insurance, 401(k) or other retirement deductions, union dues, wage garnishments, etc.)

[CONTINUED ON NEXT PAGE]

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 QuickBooks Payroll, or if you're switching from QuickBooks Basic or Enhanced Payroll to Assisted Payroll.

If you're switching from **Paychex**

Payroll information	Where to find it
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
RETURNS	941 and State return by quarter

If you're switching from **ADP**

Payroll information	Where to find it
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 not available until well after the quarter, so will need to refer to Payroll Registers
CURRENT PAYROLL	Payroll Register
RETURNS	Statement of Deposits and Filings for the State

If you're switching **from QuickBooks Basic or Enhanced Payroll to Assisted Payroll**

Payroll information	Where to find it
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
RETURNS	941 and state returns

Glossary:

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

Employee's Withholding Certificate

OMB No. 1545-0074

▶ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**
 ▶ **Give Form W-4 to your employer.**
 ▶ **Your withholding is subject to review by the IRS.**

2020

Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number
	Address		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

**Step 2:
Multiple Jobs
or Spouse
Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do only one of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3–4); or

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld ▶ ☐

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
	Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$		
	Multiply the number of other dependents by \$500 ▶ \$		
	Add the amounts above and enter the total here	3	\$
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$
	(c) Extra withholding. Enter any additional tax you want withheld each pay period .	4(c)	\$

Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	▶ Employee's signature (This form is not valid unless you sign it.)		▶ Date
Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)

Form W-4 (2019)

Future developments. For the latest information about any future developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. You may claim exemption from withholding for 2019 if **both** of the following apply.

- For 2018 you had a right to a refund of **all** federal income tax withheld because you had **no** tax liability, **and**
- For 2019 you expect a refund of **all** federal income tax withheld because you expect to have **no** tax liability.

If you're exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2019 expires February 17, 2020. See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

General Instructions

If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2019 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

You can also use the calculator at www.irs.gov/W4App to determine your tax withholding more accurately. Consider

using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income not subject to withholding outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you're having withheld compares to your projected total tax for 2019. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Note that if you have too much tax withheld, you will receive a refund when you file your tax return. If you have too little tax withheld, you will owe tax when you file your tax return, and you might owe a penalty.

Filers with multiple jobs or working spouses. If you have more than one job at a time, or if you're married filing jointly and your spouse is also working, read all of the instructions including the instructions for the Two-Earners/Multiple Jobs Worksheet before beginning.

Nonwage income. If you have a large amount of nonwage income not subject to withholding, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you might owe additional tax. Or, you can use the Deductions, Adjustments, and Additional Income Worksheet on page 3 or the calculator at www.irs.gov/W4App to make sure you have enough tax withheld from your paycheck. If you have pension or annuity income, see Pub. 505 or use the calculator at www.irs.gov/W4App to find out if you should adjust your withholding on Form W-4 or W-4P.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Personal Allowances Worksheet

Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

Line C. Head of household please note: Generally, you may claim head of household filing status on your tax return only if you're unmarried and pay more than 50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

Line E. Child tax credit. When you file your tax return, you may be eligible to claim a child tax credit for each of your eligible children. To qualify, the child must be under age 17 as of December 31, must be your dependent who lives with you for more than half the year, and must have a valid social security number. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions online E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse if you are filing a joint return.

Line F. Credit for other dependents. When you file your tax return, you may be eligible to claim a credit for other dependents for whom a child tax credit can't be claimed, such as a qualifying child who doesn't meet the age or social security number requirement for the child tax credit, or a qualifying relative. To learn more about this credit, see Pub. 972. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions online F of the worksheet. On the worksheet, you will be asked about your total income. For this purpose, total

----- Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records. -----

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate		OMB No. 1545-0074 2019	
1 Your first name and middle initial		Last name		2 Your social security number	
Home address (number and street or rural route)				3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married but withhold at higher Single rate. Note: If married filing separately, check "Married, but withhold at higher Single rate."	
City or town, state, and ZIP code				4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card. <input type="checkbox"/>	
5 Total number of allowances you're claiming (from the applicable worksheet on the following pages)				5	
6 Additional amount, if any, you want withheld from each paycheck				6 \$	
7 I claim exemption from withholding for 2019, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here				7	

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature

(This form is not valid unless you sign it.) ▶

Date ▶