EMPLOYER INFORMATION SHEET

General Information

Business Name　　　　_____

Business Address　　　_____

City, State, Zip　　　　_____

Filing Name (if different)　_____

Filing Address (if different)　_____

City, State, Zip　　　　_____

Contact Name _____

Phone　　　　_____

Fax　　　　　_____

Email　　　　_____

Company Type　　　O S-Corp　O C-Corp　O LLC　O LLP　O Partnership
　　　　　　　　　O Sole Proprietor　O 501c3　O Other _____

Payroll Information

No. of W-2 employees　_____
No. of 1099 contractors to be paid through payroll _____

First Date To Run Payroll　MM____/ DD____/ YY ____

Federal EIN _____　❑ Applied For

State Employer Account No.　_____　❑ Applied For

State Unemployment No. _____　❑ Applied For

State Unemployment Insurance Rate _____% (if known)

Other state tax rates, if applicable:

_____

_____

Federal Deposit Schedule

❑ Monthly
❑ Semi-Weekly
❑ Other_____

State Deposit Schedule
Only applicable to states with income tax

❑ Same as federal
❑ Other_____

Attach any historical payroll information from this calendar year for all active <u>and terminated</u> employees

❑ We have not run any payroll yet this year

If you will begin using our service at the start of the 2nd, 3rd or 4th calendar quarter (April 1, July 1, or October 1), please include:

❑ Year-to-date wages, taxes, and deductions for each employee

❑ Dates and amounts of all payroll tax payments made to date for current year tax liabilities

If you will begin using our service in the middle of a calendar quarter, please include:

❑ Year-to-date wages, taxes, and deductions for each employee as of the most recent payroll

❑ Year-to-date wages, taxes, and deductions for each employee as of the end of the most recent calendar quarter *(not applicable if you're starting in the middle of the first calendar quarter)*

❑ Payroll register or other summary for <u>each</u> payroll date in the current quarter, including total amounts for each wage item, tax, and voluntary deduction on that date.

❑ Dates and amounts of all payroll tax payments made to date for current year tax liabilities

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Notes: