

## Payroll Services Help Sheet

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

State Tax ID Number: State \_\_\_\_\_ Number: \_\_\_\_\_

If you already have EFTPS login information, please provide:

PIN: \_\_\_\_\_

Password: \_\_\_\_\_

If you already have state tax withholding login information, please provide:

User name: \_\_\_\_\_

Password: \_\_\_\_\_

If you already have state unemployment login information, please provide:

User name: \_\_\_\_\_

Password: \_\_\_\_\_

If you do not have these website's already set-up, we can do that for you! :) )

Please provide both a federal and state W-4 (Withholding Certificate) for each employee. Also, please provide any information regarding each employees wage or salary, vacation pay, bonus pay, as well as information about additional deductions such as 401K, retirement, child care programs, insurance programs, or other benefits or garnishments. We will need banking information for each employee if direct deposit services are needed.

Banking information for the business:

Name of Bank: \_\_\_\_\_

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Additional Banking information: \_\_\_\_\_

## Employee Information

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Wage Information:    Salary    Hourly    Commission    Other: \_\_\_\_\_

Payroll Period:    Weekly    Bi-Weekly    Monthly    Quarterly    Annually

Day of the week payroll ends: \_\_\_\_\_

Wage or Salary Rate: \$ \_\_\_\_\_ per \_\_\_\_\_

\$ \_\_\_\_\_ per \_\_\_\_\_

Vacation or Bonus Rate: \$ \_\_\_\_\_ per \_\_\_\_\_

\$ \_\_\_\_\_ per \_\_\_\_\_

Please list voluntary deductions:

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Include W4 Certificates for each employee.

Banking information for direct deposit:

Bank: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

Please include a copy of a cancelled check or a copy of a deposit slip.

Notes:

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