

# Checklist for New Client Set Up

- ✓ Number of employees \_\_\_\_\_
- ✓ Frequency of payroll      weekly      bi-weekly      semi-monthly      monthly
- ✓ Normal Check Day \_\_\_\_\_ Normal Transmit Day \_\_\_\_\_
- ✓ Period Begin \_\_\_\_\_ Period End \_\_\_\_\_
- ✓ Direct Deposit – Need copies of Employees checks for set up
- ✓ Digital Check Signature \$75 One Time Fee –      YES      NO
- ✓ Fold and Stuff payroll –      YES      NO
- ✓ Any special reporting needs
- ✓ Type of input –      PHONE      FAX      NETCLIENT      Email      AUTO-PAY
- ✓ Delivery –  
Messenger      Netclient      Website Upload      Email      Pick Up      House Delv
- ✓ Section 125 plan for insurance deductions/do you need us to administer
- ✓ Any 401(k) reporting needs –      YES      NO
- ✓ Copy of Employee W-4's
- ✓ Copy of a voided check from your payroll account
- ✓ Pay as you go workers comp –      YES      NO
- ✓ 1<sup>st</sup> Check Date \_\_\_\_\_
- ✓ Fee Structure \_\_\_\_\_ Set Up Fee \_\_\_\_\_
- ✓ Company Name/Address \_\_\_\_\_  
\_\_\_\_\_
- ✓ EIN \_\_\_\_\_ IDES \_\_\_\_\_ Rate \_\_\_\_\_
- ✓ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_
- ✓ Email \_\_\_\_\_

Quarterly _____
Discount _____
Term _____
Year End _____

Check Set Up – Company Name (DBA)\_\_\_\_\_

Starting Check Number\_\_\_\_\_

**Earnings**

\_\_\_\_\_  
\_\_\_\_\_

**Deductions**

SUBJECT TO THE FOLLOWING TAXES

FICA/MHI FED WH STATE WH SUTA FUTA

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Departments\_\_\_\_\_

Mid Year Take Over:

Has FUTA been deposited w/IRS Y N or ????

How much \$\$ YTD FUTA \_\_\_\_\_

Has SUTA been deposited w/IDES Y N or ????

How much \$\$ QTD SUTA\_\_\_\_\_

941 Deposits Made for Current Quarter (Date and Amount)

\_\_\_\_\_  
\_\_\_\_\_

State W/H Deposits Made for Current Quarter (Date and Amount)

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AUTHORIZED CONTACTS:

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Other: