



CHECKLIST FOR NEW CLIENT SET-UP

- Voided company check**
- Proof of **Federal** and **State** Withholding **ID Numbers**

EMPLOYEE INFO NEEDED

- Year to date wages** (gross to net) on all **active** and **terminated** employees plus the company totals
- Quarter to date wages** (gross to net) on all **active** and **terminated** employees (needed for mid-quarter starts)
- Employee Information** for all **active** and **terminated** the current year. W4 info. (+) rates / earnings / deductions
 - Name
 - Address
 - Social Security Number
 - Marital Status
 - Rate of Pay
 - Exemptions Claimed
 - Voluntary Deductions
 - Departmental Information
- Any **current wage descriptions**, i.e. child support, insurance, garnishments, 401K's, simple IRA's...

FEDERAL INFO NEEDED

- IRS letter** stating the **deposit frequency** for the current year
- Federal (941)** tax returns for the current year
 - Quarter 1
 - Quarter 2
 - Quarter 3
- Federal (941) deposits** made in the current quarter, needed for **mid-quarter starts**
- FUTA (940) deposits** made in the current year
 - Quarter 1
 - Quarter 2
 - Quarter 3

STATE INFO NEEDED

- State withholding **coupons**
- All State withholding **deposits** made in the current year
- SUI rate for current year** Copy of rate letter of current year
- SUI tax returns for the current year**
 - Quarter 1
 - Quarter 2
 - Quarter 3