

***Company Payroll Information Sheet**

*Payroll Tax Returns for the Previous Quarter

Client# _____

Legal Company Name: _____ Shipping Address: _____

Doing Business As Name: _____ Line 2: _____

Address: _____ Address: _____

City: _____ State: _____ Zip: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax _____ Contact: _____

E-Mail Address _____ # of EE's paid _____

CPA Firm Name: _____ CPA Contact: _____ CPA Phone: _____

- How did you hear about PayPros, Inc.? _____ Referral Name & #: _____
- How often does your company run payroll?
- What day is the check date? _____ 1st Check Date _____
- When does your period end (P/E) for payroll, i.e., prior Saturday? _____ 1st P/E Date _____

How does your company send in payroll hours & what day?

Day of Submit _____ Time of Submit _____ 1st Run Date _____

Will PayPros file and pay your taxes?(Check for Yes)*:

*If Yes, Fill out the Limited Power of Attorney Form and attached a voided check from your payroll account.

Will your company use Direct Deposit? (Check for Yes)**:

**If yes, fill out the Employee Direct Deposit Authorization Agreement

Will your company use Pay As You Go Workers Comp? Yes _____ Which Agent? _____

Does your company need breakdowns by job, Department, Division or Other?

PayPros Ancillary Products/Services? _See Additional Products Form_____

What Delivery Method does your company use?

Detail all company earnings and deductions using the "Earnings Forms Page 1 & 2" and "Deduction Form". These forms detail taxable vs. non taxable, goal deductions, etc. Please seek help if you are unsure.

Does company report Fringe Benefits, please list (Sub S Hlth, PUCC, Life)_____

How many states do you pay employees in and list them? _____

Please list the following Identification Numbers and rates: Federal ID: ___ - _____

Federal Filing Frequency _____ State Filing Frequency _____

State ID: _____ State Filing Frq _____ SUI ID: _____ SUI Rate: _____

State ID: _____ State Filing Frq _____ SUI ID: _____ SUI Rate: _____

PayPros, Inc. official use only.

BASE CHARGE =	PER EMPLOYEE CHARGE=	DELIVERY CHARGE=	DEDUCTION CHECK CHARGE=
W2 BASE CHARGE=	W2 CHARGE=	ANY OTHER CHARGES=	
TIME & ATTENDANCE CHARGES=		ONE TIME CHARGES=	