

**\*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? \_\_\_\_\_ 1<sup>st</sup> Check Date \_\_\_\_\_
- When does your period end (P/E) for payroll, i.e., prior Saturday? \_\_\_\_\_ 1<sup>st</sup> P/E Date \_\_\_\_\_

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

Method \_\_\_\_\_ 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=	