

PayPros, Inc.

The Payroll Professionals.

Company Payroll Checklist *Payroll Tax Returns for the Previous Quarter

Legal Company Name: _____

Doing Business As Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax _____ Contact: _____

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

- How did you hear about PayPros, Inc.? _____
- How often does your company run payroll? (Circle One): Weekly Bi-Weekly Semi-Monthly Monthly
- What day is your companies check date (circle one)? Mon Tue Wed Thurs Fri 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?(Circle One): Call In Service Calls Fax E-Mail Spreadsheet Online PC Software Automatic Other _____ Day _____
- Will PayPros file and pay your taxes?(Circle One): *Yes OR No
*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? (Circle One): *Yes OR No
**If yes, fill out the Employee Direct Deposit Authorization Agreement
- Will your company use Workers Comp with PayPros, Inc.? _____
- Does your company need breakdowns by job, Department, Division or Other _____
- Will your company utilize any other PayPros Ancillary Products? List _____
- What Delivery Method does your company use?(Circle One): Pick-up Drop-off UPS Next Day Air UPS Ground UPS Ground Resident Paperless Mail Courier
- Please detail all your companies earnings and deductions on a blank sheet of paper. (401k plan,PTO, etc.)
- Does your company report Fringe Benefits, please list (Sub S Hlth, Personal Use of Company Car, Life)

- How many states do you pay employees in and list them? _____
- Are there any other payroll needs you have that you want to let us know?

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

State ID: _____ State Unemployment ID: _____ SUI Rate: _____

PayPros, Inc. official use only.

