

## Additional Products Form

CHECK THE APPROPRIATE BOXES

Client Name \_\_\_\_\_ Client # \_\_\_\_\_

- Time and Attendance - Type \_\_\_\_\_ Pick One
- Time and Attendance - # of Clocks \_\_\_\_\_ type of clock \_\_\_\_\_ installation?
- Online Employer       Employee Services       Online Timesheets
- QuickBooks G/L Interface       PayPros 401(k)
- Other Retirement Plan\* \_\_\_\_\_ Deduction Check \_\_\_\_\_ PayPros Pay?\_\_
- PayPros FSA Plan? (Including Medical & Dependent Care).
- Premium Only Plan (POP) - One Time Document for Pre-Tax Plans (under 100 ee's).
- Child Supports - If this box is checked, all paperwork must be submitted for each order along with statement concerning if PayPros or client will pay it.
- Other Deduction Checks. List and explain handling \_\_\_\_\_
- Direct Deposit     24 Hr Collection.     Same Day-needs Mgt approval (charges apply).
- Global Debit Card. How many? \_\_\_\_\_ Please list Names, Socials & DOB on separate page.
- PayPros Benefits
- Net Checks Written on PayPros Bank Account (charges apply)
- Check Stuffing       Check Signing       \*Vacation/Sick/PTO Accrual
- ViewChoice, but not fully paperless. Explain/list emails \_\_\_\_\_
- Additional States. Must supply the following for each state: Withholding State ID & Payment Frequency. SUI ID & Rates (broken down by all additional rates, such as DBL)

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

- Split Packaging. List addresses and explain (chgs apply). \_\_\_\_\_

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

- HR 24 Hour Answers     Certified Payroll (include example & explain)

\*Additional Explanation Area (detail retirement plan, company contr or vac/sick accruals,etc.)

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