

# *PayPros, Inc.*

*The Payroll Professionals.*

This memo is for initial setup on PAYPROS's Payroll Service. We will need the following for each employee:

- Signed W-4 with employees rate of pay written in the upper right hand corner;
- A voided check from the account the employee wants direct deposit to (not a deposit slip);
- A signed copy of the Direct Deposit Agreement (attached).

We will need the following for the company:

- The Company Payroll Checklist filled out fully, including the period start date, period end date and check date of the first payroll PAYPROS will do (can download).
- A signed copy of our Tax payment service Agreement (can download).
- A voided check from the account you would like us to take the payroll money from.
- The rate of pay for each employee (given on W-4) and their payroll hours for the first payroll at least 4 days before the check date if possible.
- Actual Payroll Tax Reports for last quarter at least. You must get the 941.
- The current State Unemployment Rate. This changes every year.
- All payroll information for the current year payrolls run prior to PAYPROS taking over. This means at a minimum we must be able to know YTD and QTD for each employee.
- The tax liability each pay period if they are semi-weekly depositors. If they are monthly depositors, we only need monthly liabilities.