

# EMPLOYER INFORMATION SHEET

## Complete These 3 Forms And Notes

### General

Business Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Business Address \_\_\_\_\_

Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Fax \_\_\_\_\_

Filing Name (if different) \_\_\_\_\_

Email \_\_\_\_\_

Filing Address (if different) \_\_\_\_\_

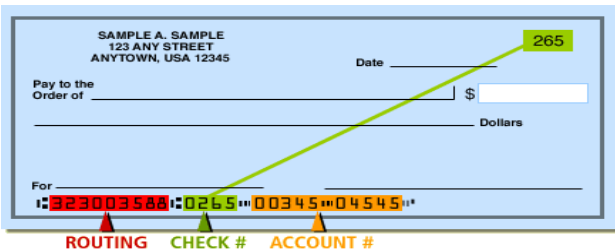
City, State, Zip \_\_\_\_\_

Company Type:  S-Corp  C-Corp  LLC  LLP  Partnership  
 Sole Proprietor  501c3  Other \_\_\_\_\_

### Direct Deposit

Employer Bank Routing Number \_\_\_\_\_

Employer Bank Account Number \_\_\_\_\_



Principal Officer's Name \_\_\_\_\_

Principal's Social Security Number \_\_\_\_\_

Principal's Date Of Birth \_\_\_\_\_

**\*Federal law requires that we store and verify information about the principal officer to help prevent money laundering and the funding of terrorist activity. The principal officer is the person who is the main contact for the bank account from which electronic payments (including direct deposit) are made.**

## Payroll

No. of W-2 employees \_\_\_\_\_

No. of 1099 contractors to be paid through payroll \_\_\_\_\_

First Date To Run Payroll MM\_\_\_\_/ DD\_\_\_\_/ YY \_\_\_\_

Federal EIN \_\_\_\_\_  Applied For

State Employer Account No. \_\_\_\_\_  Applied For

State Unemployment No. \_\_\_\_\_  Applied For

State Unemployment Insurance Rate \_\_\_\_\_% (if known)

Other state tax rates, if applicable:

\_\_\_\_\_

\_\_\_\_\_

### Federal Deposit Schedule

- Monthly
- Semi-Weekly
- Other \_\_\_\_\_

### State Deposit Schedule

*Only applicable to states with income tax*

- Same as federal
- Other \_\_\_\_\_

## Payroll History

**Attach any historical payroll information from this calendar year for all active and terminated employees**

Have not run any payroll yet this year

**Beginning of Calendar Quarter Start.** If you will begin using our service at the start of the 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> calendar quarter (April 1, July 1, or October 1), please include the following items

Year-to-date wages, taxes, and deductions for each employee

Dates and amounts of all payroll tax payments made to date for current year tax liabilities

**Middle of Calendar Quarter Start.** If you will begin using our service in the middle of a calendar quarter, please include the following items.

Year-to-date wages, taxes, and deductions for each employee as of the most recent payroll

Year-to-date wages, taxes, and deductions for each employee as of the end of the most recent calendar \_\_\_\_\_ quarter (*not applicable if you're starting in the middle of the first calendar quarter*)

Payroll register or other summary for each payroll date in the current quarter, including total amounts at for each wage item, tax, and voluntary deduction on that date.

Dates and amounts of all payroll tax payments made to date for current year tax liabilities

