

Small Business
Payroll Services, LLC
**Professional *Personal *Reliable*

New Account Checklist

Client Name:

Processing and Tax

- General Company Information
 - Legal Name
 - Authorized personnel
 - Federal ID number
 - Federal tax deposit frequency
 - State withholding numbers and deposit frequency
 - Local/School District information
 - Payroll frequency
 - Corporate bank account voided check
 - IRS correspondence for verification of EIN, name, address
 - Federal and state tax payment books
- IRS Form 8821 with required signatures
- IRS Form 8655 with required signatures
- ODJFS Representative Agreement
- Ohio Form TBOR 1
- Company Authorization Agreement
- Signature File
- Terms and Conditions

Year to Date Information

- Previous quarterly returns (If applicable)
- Current quarter federal and state tax deposits
- Previous quarter payroll totals (include terminated employees)
- Current quarter payroll totals (all runs)
- Master employee list (include terminated employees)

Direct Deposit

- Direct deposit service agreement
- Employee authorizations with voided check
- Provided client with copy of Federal Reserve Holiday Schedule

Other (Check only those that are applicable)

- Accruals
- Agency checks
- New Hire Reporting
- BWC
- Departments
- Jobs
- Year end services (W2's , 1099s or Both)
- Affiliated companies
- Business Insurance
- Health Insurance (Group or Individual)
- Financial Services

Account Executive _____

Date _____

Signature _____