

EMPLOYER INFORMATION SHEET

General Information

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 <input type="radio"/> S-Corp <input type="radio"/> C-Corp <input type="radio"/> LLC <input type="radio"/> LLP <input type="radio"/> Partnership <input type="radio"/> Sole Proprietor <input type="radio"/> 501c3 <input type="radio"/> Other _____	

Payroll Information

No. of W-2 employees _____	Federal Deposit Schedule <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Weekly <input type="checkbox"/> Other _____
No. of 1099 contractors to be paid through payroll _____	
First Date To Run Payroll MM____/ DD____/ YY ____	State Deposit Schedule <i>Only applicable to states with income tax</i> <input type="checkbox"/> Same as federal <input type="checkbox"/> Other _____
Federal EIN _____ <input type="checkbox"/> Applied For	
State Employer Account No. _____ <input type="checkbox"/> Applied For	
State Unemployment No. _____ <input type="checkbox"/> Applied For	
State Unemployment Insurance Rate _____ % (if known)	
Other state tax rates, if applicable: _____ _____	

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

We have not run any payroll yet this year

If you will begin using our service at the start of the 2nd, 3rd or 4th calendar quarter (April 1, July 1, or October 1), please include:

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

If you will begin using our service in the middle of a calendar quarter, please include:

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 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

Notes: