

PAYROLL SERVICES CHECKLIST

Use the following checklist to gather information needed to establish your payroll account; upload required documents* to your secure ShareFile folder (as provided in your onboarding e-mail from J&S). If you have questions, please contact janel@jsaccountingservice.com.

Employer (Company) Information	
<input type="checkbox"/> Name and Address of Business Owner <input type="checkbox"/> *Proof of Name of Entity (including DBA, if applicable) and Federal Tax ID # <ul style="list-style-type: none"> • Prior tax filing or IRS EIN verification letter <input type="checkbox"/> State Tax ID # <input type="checkbox"/> State Unemployment Insurance Account # <input type="checkbox"/> *Proof of Bank Account (from which all payroll funds will be drawn) <ul style="list-style-type: none"> • Voided Check/Bank Statement (with routing and account numbers legible) 	
Employee Information (Use J&S' Excel template in the case of multiple employees)	
<input type="checkbox"/> Name (full, legal) <input type="checkbox"/> Mailing Address <input type="checkbox"/> Email Address <input type="checkbox"/> Gender <input type="checkbox"/> SSN <input type="checkbox"/> DOB <input type="checkbox"/> Date of Hire <input type="checkbox"/> Date of Termination <input type="checkbox"/> Pay Rate (\$) <input type="checkbox"/> Pay Frequency (weekly, bimonthly...)	<input type="checkbox"/> From W-4 <ul style="list-style-type: none"> • Federal Filing Status • Federal Withholding Allowances (#) • Additional Federal Withholding (\$) • State Filing Status • State Withholding Allowances (#) • Additional State Withholding (\$) <input type="checkbox"/> Additional Deductions (benefits, garnishments) <input type="checkbox"/> Direct Deposit ONLY <ul style="list-style-type: none"> • Bank Name & Address • Bank Routing # • Bank Account #
Prior Payroll Information (Only if company had previous payroll(s) during the tax year)	
<input type="checkbox"/> Prior Quarter Amounts <ul style="list-style-type: none"> • Company and Employee Totals <input type="checkbox"/> Current Quarter Balances <ul style="list-style-type: none"> • Company and Employee Totals <u>by Individual Payroll</u> 	<input type="checkbox"/> Previous Filings per Quarter <ul style="list-style-type: none"> • Federal 941 • State 941 • SUI Return • FUTA Deposit