

| Payroll Document Checklist |

Client Proof, Year to Date, and Summary Documents	Client Form Field	Summary of Benefits
1. Proof of EIN (Letter from the IRS, i.e. ...EIN Letter (Form SS-4)) <input type="checkbox"/>	1. Business Information a. Business Owner <input type="checkbox"/> b. Phone number <input type="checkbox"/> c. Date of birth <input type="checkbox"/> d. Address <input type="checkbox"/>	1. 401K deductions <input type="checkbox"/>
2. Proof of withholding and unemployment ID number <input type="checkbox"/>	2. Primary Payroll ontact a. Primary Contact <input type="checkbox"/> b. Phone <input type="checkbox"/> c. Email <input type="checkbox"/>	2. Health Insurance Deduction <input type="checkbox"/>
3. Copy of quarterly reports if filed before <input type="checkbox"/>	3. Check date and frequency a. Next check date (7 days after the payroll period ends) <input type="checkbox"/>	3. Child Support Garnishment <input type="checkbox"/>
4. Year to Date payroll journal <input type="checkbox"/>	4. Payroll Frequency a. Period beginning and ending dates <input type="checkbox"/> b. Next Pay period <input type="checkbox"/>	4. Sick Time Accrual <input type="checkbox"/>
5. Year to date payroll summary by employee <input type="checkbox"/>		5. Vacation Time Accrual
6. Copy of employee form W-4 and state withholding form <input type="checkbox"/>		6. Other <input type="checkbox"/>
7. Copy of employees' voided check for direct deposit <input type="checkbox"/>		Explain
8. Copy of Company Voided Check to use for payroll <input type="checkbox"/>		