



# PAYROLL PROCESSING CHECKLIST

## APPLICATION (3 PAGES TOTAL)

- ☐ **ORDER FORM**
- ☐ **REPORTING AGENT AUTHORIZATION FORM**
- ☐ **CLIENT ACCOUNT AGREEMENT**

## SUPPORTING DOCUMENTATION

- ☐ **FEDERAL IDENTIFICATION PROOF (ONE OF THE FOLLOWING):**
  - 941 FORM (FROM CURRENT PAYROLL COMPANY'S QUARTERLY REPORTS)
  - EMPLOYER IDENTIFICATION NUMBER (EIN) LETTER
  - TAX RETURN
- ☐ **VOIDED CHECK**
  - THE BANK ACCOUNT PAYROLL WILL BE DRAWN FROM
- ☐ **CHECK SIGNATURE FORM**
  - REQUIRED TO AUTHORIZE ELECTRONIC SIGNATURES FOR LIVE CHECKS/ NON-DIRECT DEPOSITS

## WEEKLY & QUARTERLY REPORTS (FROM THE CURRENT PAYROLL COMPANY)

- ☐ **FORM 1 (INCLUDES THE FOLLOWING):**
  - STATE UNEMPLOYMENT INSURANCE RATES
  - STATE UNEMPLOYMENT NUMBER
  - EXEMPTION NOTICE (IF APPLICABLE)
- ☐ **EMPLOYEE W4 INFORMATION**
  - MOST PAYROLL PROCESSORS WILL PROVIDE A MASTER REPORT
- ☐ **YEAR-TO-DATE INFORMATION ON EACH EMPLOYEE**
  - THE AMOUNT EACH EMPLOYEE HAS BEEN PAID IN PREVIOUS QUARTERS (IN TOTAL) AND THE CURRENT QUARTER TO DATE (BY PAYROLL)