



11324 Arcade Drive Suite 18
Little Rock, AR 72212
501.312.9491 fax 501.312.9493
www.payrollandbenefits.com

Client Information Checklist

COMPANY NAME: _____

Please provide the following information to assure accurate and timely processing.

WE CANNOT PROCESS YOUR FIRST PAYROLL UNTIL WE HAVE ALL OF THE FOLLOWING DATA.

State Unemployment Account Number(s):

State _____ Account Number _____

State _____ Account Number _____

State _____ Account Number _____

State Unemployment Rate for Current Year:

State _____ 20__ Rate _____

State _____ 20__ Rate _____

State _____ 20__ Rate _____

State Withholding Account Number(s):

State _____ Account Number _____

State _____ Account Number _____

State _____ Account Number _____

Copy of voided business check for the account payroll funds will be drafted

Copy of IRS tax coupon (8109) or document from the IRS showing registered name

General Ledger account numbers workman's compensation codes (if applicable)

List any special earnings:

List all company deductions please identify those pre-tax and after tax, i.e. Section 125, 401k, etc.:

Payroll register that includes both active and terminated employees totaled by quarter (for previous quarters) and by month and/or check date (for current quarter) for this calendar year that lists the following information:

Employee Name

Social Security Number

Gross Wages (include all earnings types)

Hours worked (i.e., Regular, Overtime, etc.)

Federal income tax withheld

State income tax withheld

Social Security tax withheld

Medicare tax withheld

Voluntary Deductions (itemized)

Net Pay

All Payroll tax payments made to the IRS and state(s), broken down by tax type AND copies of cancelled checks (if prepared internally):

a. Federal Withholding

b. Social Security

c. Medicare

d. FUTA (Federal Unemployment Insurance)

e. All State Withholding

f. SUI (State Unemployment Insurance)

Copies of all tax returns filed for the current year: 941 State Withholding State Unemployment Local

For your employees, we will need a completed "Employee Information Form"

Form W4, State withholding form (if applicable), direct deposit authorization form (if applicable), copy of

voided check (if applicable). The Employee Information Form and the Direct Deposit Authorization

Form will be provided in a separate document.