

# REQUIRED PAYROLL INFORMATION

We need copies of the following information:

- Federal ID Number
- State Withholding Number
- State Unemployment Insurance Number and Experience Rating
- Employee information (Employee voided check for direct deposit)
- Company voided check
- Tax Balance for all employees (terminated or current)

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The following information is required to setup your account. This will enable us to pay your employees by check or direct deposit and pay your payroll taxes for you. These funds will be debited from you account the day before your employees get paid.

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|------------|---|
| -Monday    | Payroll is due by 12 noon (especially for direct deposit) |
| -Wednesday | You will receive your payroll reports                     |
|            | Cash requirement to cover your payroll                    |
| -Thursday  | Debit for Payroll   |
| -Friday    | Pay Day   |