

# EMPLOYER INFORMATION SHEET

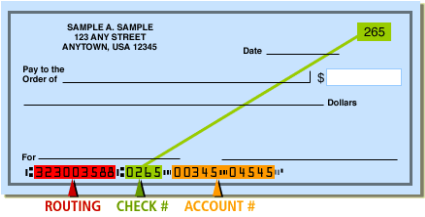
## General

Business Name: _____ Business Address: _____ City, State, Zip: _____ Filing Name (if different): _____ Filing Address (if different): _____ City, State, Zip: _____	Contact Name: _____ Phone: _____ Fax: _____ Email: _____
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Company Type:  
 S-Corp  
 C-Corp  
 LLC  
 LLP  
 Partnership  
 Sole Proprietor  
 501c3  
 Other \_\_\_\_\_

## Direct Deposit

Employer Bank Routing Number: \_\_\_\_\_  
 Employer Bank Account Number: \_\_\_\_\_



Principal Officer's Name: \_\_\_\_\_  
 Principal's Social Security Number: \_\_\_\_\_  
 Principal's Date Of Birth: \_\_\_\_\_

Federal law requires that we store and verify information about the principal officer to help prevent money laundering and the funding of terrorist activity. The principal officer is the person who is the main contact for the bank account from which electronic payments (including direct deposit) are made.

## Payroll

No. of W-2 employees _____ No. of 1099 contractors to be paid through payroll _____ First Date To Run Payroll   MM____/ DD____/ YY ____ Federal EIN _____ <input type="checkbox"/> Applied For State Employer Account No. _____ <input type="checkbox"/> Applied For State Unemployment No. _____ <input type="checkbox"/> Applied For State Unemployment Insurance Rate _____% (if known) Other state tax rates, if applicable: _____ _____	<p><b>Federal Deposit Schedule</b></p> <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Weekly <input type="checkbox"/> Other _____ <p><b>State Deposit Schedule</b>  <i>Only applicable to states with income tax</i></p> <input type="checkbox"/> Same as federal <input type="checkbox"/> Other _____
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## Payroll History

Attach any historical payroll information from this calendar year for all active and terminated employees

- Have not run any payroll yet this year

**Beginning of Calendar Quarter Start.** If you will begin using our service at the start of the 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> calendar quarter (April 1, July 1, or October 1), please include the following items.

- Year-to-date wages, taxes, and deductions for each employee
- Dates and amounts of all payroll tax payments made to date for current year tax liabilities

**Middle of Calendar Quarter Start.** If you will begin using our service in the middle of a calendar quarter, please include the following items.

- Year-to-date wages, taxes, and deductions for each employee as of the most recent payroll
- Year-to-date wages, taxes, and deductions for each employee as of the end of the most recent calendar quarter (*not applicable if you're starting in the middle of the first calendar quarter*)
- Payroll register or other summary for each payroll date in the current quarter, including total amounts for each wage item, tax, and voluntary deduction on that date.
- Dates and amounts of all payroll tax payments made to date for current year tax liabilities

## Notes