EMPLOYER INFORMATION SHEET

Business Name: Contact Name: Phone: Fax: Fax: Email: City, State, Zip: City, State, Zip: Fax: Email: Fax: Email: Fax:		
Business Address: Phone: Fax: Fax: Email: City, State, Zip: City, State, Zip: City, State, Zip: Company Type: O S-Corp O LLC O LLP O Partnership		
City, State, Zip: Fax: Email: Filing Name (if different): Email: City, State, Zip: City, State, Zip: Description of the company Type: O S-Corp O LLC O LLP O Partnership		
Filing Name (if different): Email: Filing Address (if different): City, State, Zip: Company Type: O S-Corp O C-Corp O LLC O LLP O Partnership		
City, State, Zip: Company Type: O S-Corp O C-Corp O LLC O LLP O Partnership		
Company Type: O S-Corp O C-Corp O LLC O LLP O Partnership		
Direct Deposit		
Employer Bank Routing Number:		
Employer Bank Account Number:		
SAMPLE 122.ANY STREET ANYTOWN, USA 12345 Pay to the Order of		
Order of		
For		
ROUTING CHECK # ACCOUNT #		
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 Federal Deposit Schedule		
No. of 1099 contractors to be paid through payroll		
First Date To Run Payroll MM/ DD/ YY Semi-Weekly		
Federal EIN		
State Employer Account No		
State Unemployment No Applied For Only applicable to states with income.		
State Unemployment Insurance Rate% (if known)		
Other state tax rates, if applicable: Same as federal		
Other		

Payroll History Attach any historical payroll information from this calendar year for all active <u>and terminated</u> employees	
	Inning of Calendar Quarter Start. If you will begin using our service at the start of the 2 nd , 3 rd or lendar 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
	le of Calendar Quarter Start. If you will begin using our service in the middle of a calendar er, 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 <u>each</u> 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
Note	······································