

# EMPLOYER INFORMATION SHEET

## General

Business Name: _____	Contact Name: _____
Business Address: _____	Phone: _____
City, State, Zip: _____	Fax: _____
Filing Name (if different): _____	Email: _____
Filing Address (if different): _____	
City, State, Zip: _____	

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

## 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