



New Client Set Up Checklist for Payroll Pick Up

- Voided Check
- Proof of Federal and State ID Numbers
- Employee information for all active and terminated employees in the current year:
 - Name Social Security Number
 - Address Marital Status
 - Rate of Pay Exemptions claimed
 - Departmental information Voluntary deductions
- SUI Rate for current year
- Forms 941 for the lookback period and remainder of previous year
- Federal (941) and state tax returns for previous quarters in current year
 - 1st quarter 3rd quarter
 - 2nd quarter 4th quarter
- Federal and state tax deposits made in the current quarter
- SUI tax deposits made in the current year
 - 1st quarter 3rd quarter
 - 2nd quarter 4th quarter
- FUTA tax deposits made in the current year
 - 1st quarter 3rd quarter
 - 2nd quarter 4th quarter
- Year-to-date and quarter-to-date company totals:
 - Gross wages Social security
 - Federal withholding Medicare
 - State withholding Voluntary deductions with tax implications
 - Local withholding
 - State disability
- Company totals for each pay period in the current quarter:
 - gross wages social security
 - federal withholding Medicare
 - state withholding Voluntary deductions with tax implications
 - local withholding
 - state disability