



PAYROLL PROCESSING CLIENT CHECKLIST

Please bring the following documents.

Business & Payroll Information

- Legal business name/DBA
- Structure
- Federal EIN / Tax ID
- State Tax ID
- Payroll frequency
- Pay schedule & payday rules

Employee Information

- Full legal name
- Address/contact
- SSN
- Date of hire
- Job title
- Pay rate
- Exempt/non-exempt
- Work location
- Benefit elections

Payroll Deductions

- Form W-4
- State/local withholding
- Retirement contributions
- Garnishments or court orders

Payroll History & Records

- Previous payroll records
- YTD wages/taxes/deductions
- Payroll tax filings
- Direct deposit/paycheck setup

Timekeeping & Attendance



- Timesheets
- PTO/vacation/sick tracking
- Overtime/bonuses

Tax Filings & Compliance

- Employer tax obligations
- Unemployment insurance
- Workers' compensation
- Deadlines for payroll taxes

Additional Notes

- Bonuses/commissions/irregular schedules
- Multi-state employees
- Employee vs contractor classification