

WELCOME PACKET

THE PAYROLL HR SPECIALISTS

Phone: (800) 472-9243 **Fax:** (800) 571-5662

SECTION 1-COMPANY INFORMATION

Company Name:		
Address:		
City:	State:	Zip:
Phone #:	Fax #:	
Contact/Title:	Email:	
Contact/Title:	Email:	

SECTION 2-PAYROLL SERVICE INFORMATION

1. Number of Active Employees: _____				
2. Have you paid any Employees this year? <input type="checkbox"/> Yes <input type="checkbox"/> No				
3. For each Category below please Circle ONE of the options: 				
• How will you report your Payroll?	Fax	Call-In	Email	Web/Internet
• Pay Frequency:	Weekly	Biweekly	Semi-Monthly	Monthly
• Delivery:	Next Day Delivery	U.S. Mail	Print from Web/Internet	
4. Please Circle "Yes" Or "No" 				
Tax Service:	Yes	No		
Direct Deposit:	Yes	No		
Signature on Checks:	Yes	No		
Vacation & Sick Accruals:	Yes	No	If Yes, attach policy	
401(k) Deduction & Match:	Yes	No	If Yes, attach policy	
Starting Check Number:	Check#:		Attach voided check	

SECTION 3-CALENDAR

	Begin Date	End Date	Process Date	Delivery Date	Check Date
First Payroll					
Second Payroll					

SECTION 4-TAX INFORMATION

Please provide proof of your Federal and State Tax ID numbers.

Federal Tax ID#:	
State:	Tax ID#:
Add'l State:	Tax ID #
Add'l State:	Tax ID #

SECTION 5-DELIVERY ADDRESS OR SPECIAL INSTRUCTIONS

If delivery address is different than company address, please fill out the following:

Delivery Name:		
Delivery Address:		
City:	State:	Zip:
<i>Please write any special instructions concerning the delivery or split packing:</i>		

SECTION 6-SPECIAL INSTRUCTIONS OR COMMENTS RELATING TO YOUR PAYROLL

Thank you for selecting *The Payroll HR Specialists* to process your payroll. If you have any questions with the setup of your new account, please contact your New Account Specialist at (800) 472-9243; fax number (800) 571-5662.