Payroll Setup Checklist

START HERE: Gather the following detailed information about your business and your employees before you start setup.

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Company Information

You've already set up your company file in QuickBooks. Now, your Payroll Setup Interview will require the following:

- ☐ **Company Bank Account**
  Required for Assisted Payroll to debit for taxes, payroll service fees and any employee direct deposits
- ☐ **Company Federal Employer Identification Number (FEIN)**
  Legal Company Name and Address (this should match how you are registered with the IRS)
- ☐ **Direct Deposit Information**
  Determines if Direct Deposit limit increases are required.
  • Highest Total Net Direct Deposit Payroll for the Company in a 7-day period, including bonuses and commissions
  • Highest Net Direct Deposit Payroll for one Employee is a 14-day period, including bonuses and commissions
- ☐ **Types of Employee Compensation**
  Such as hourly wages, salaried wages, bonuses, commissions, and tips
- ☐ **Types of Employee Benefits**
  Such as health insurance, dental insurance, 401K retirement plan, vacation/sick leave, or Flexible Spending Account (FSA)
- ☐ **Other Additions and Deductions**
  Such as cash advances, mileage reimbursements, union dues, and wage garnishments
- ☐ **Other Company Work Locations**
  Primary and any secondary work locations for employees (multi city/state work)
- ☐ **Remote or Work From Home**
  Employee residences if they work from home or remotely

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Employee Information

For each employee who worked for you this calendar year (including active, inactive and terminated employees), you'll need:

- ☐ **Completed W-4 Form - federal and state**
- ☐ **Pay Rate**
  (hourly, salary, commission, etc.)
- ☐ **Paycheck Deductions**
  401(k), insurance, garnishments
- ☐ **Sick/Vacation Policies**
  (including employee balances
- ☐ **Direct Deposit Information**
  Required only if you are paying any employees by Direct Deposit. Use a voided check from t he employee's bank account (not a deposit slip).
- ☐ **Important Dates**
  - Hire
  - Birth
  - Term

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Tax Information

All of the following payroll tax information is available from your state or local tax agency.

- ☐ **State Unemployment Insurance (SUI) Contribution Rate**
  Contact your state's unemployment insurance office to obtain your rate.
- ☐ **State Agency ID Number(s)**
  If you do not have an ID number for unemployment or state tax withholding, contact your state's agency directly.
- ☐ **State Assessment, Surcharge, Administrative or Training Tax Rates**
  (if applicable)
- ☐ **Signed Quarterly State and Federal Tax Filings**
  For any closed quarter if you had payroll under your FEIN in the current calendar year.
- ☐ **Schedule for Tax Deposits and Filing**
  (monthly or quarterly)
- ☐ **Tax Payment Information**
  From prior service if you had payroll in the current calendar year.
  • Amounts of each tax paid for closed quarter
  • Amounts of each tax paid and amounts of each tax refunded for current quarter upon cancelation

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Payroll History

If you had payroll under your FEIN this calendar year, you will need the following payroll reports from your prior payroll service:

- ☐ **For each CLOSED Quarter in current year:**
  Quarter 1: January 1 - March 31
  Quarter 2: April 1 - June 30
  Quarter 3: July 1 - September 30
  • Quarter-to-Date Payroll Earnings Reports for each employee showing a breakdown of gross pay, taxes, other payroll deductions
  • Quarter-to-Date Company Totals Report showing total gross pay, totals for each payroll deduction a nd taxable wages for each tax (if the 941 and state tax returns are not available)
  • Note: Year-to-Date Payroll Reports are not accepted.
  If you do not have Quarter-to-Date Reports, include BY CHECK DATE Reports.
  • 944 Filers: BY CHECK DATE Reports or Month-to-Date Reports are accepted.
  • Company total for company paid taxes (FUTA/SUI)
- ☐ **For CURRENT Quarter:**
  By CHECK DATE Payroll Earnings Reports for each employee showing a breakdown of gross pay, taxes, other payroll deductions. Ideally this report should also show company totals for each check date.