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● 405 Urban St. Suite 402 ● Lakewood, CO 80228 ● 303-274-5500 ● FAX 303-274-6820

● Email: cpa@smithassociatespc.com ● Web Site: www.smithassociatespc.com

**PAYROLL CLIENT SETUP FORM**

**CLIENT INFORMATION PAYROLL INFORMATION**

BUSINESS INFORMATION:

Client ID

Federal ID #

Client Name

Payroll Name

DBA Name

PRIMARY LOCATION:

Address

City State Zip

OTHER LOCATIONS: Yes or No (please list on back)

Primary Processor Name

PTO Tracking: Yes No

Current Payroll Journal Attached: Yes No

**Pay Frequency**

Weekly Biweekly Semi-monthly Monthly

**Payroll Schedule Name:**

**First Payroll**

Check Date

Period Begin Date Period End Date

**Self-Service**

Enable Employee Self-Service: Yes No

**Departments:** Yes No

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 ,

**PAY ITEMS OPTIONAL SERVICES**

☐ Web-based payroll data entry

☐ Web-based employee Paycheck Delivery

☐ Automatic Signatures imprinted on checks

☐ State New Hire Filing

☐ Garnishment Vendor Payments

☐ 401(K) / SIMPLE IRA Remittance Checks

☐ Accruable Benefits Report: Sick

 PTO

 Vacation

☐ HR Subscription

**Pay Items** ,

 ,

**Deduction Items**

401(K) 401(K) Roth IRA Simple IRA

Simple Roth IRA Health HSA

HSA-Employee Cafeteria Plan

Pre-Tax Items: Yes No

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Other Deductions: Yes No

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**PAYROLL CLIENT SETUP FORM**

**PAYROLL TAXES**

**Federal**

Employer Type: Form 941 Form 943 Form 944 Household EFTPS:

Deposit Schedule: Monthly Semi-weekly (Federal) PIN

**State** Password

State (2 letter code)

Withholding ID Deposit Schedule: Early Filer Monthly Quarterly Annual

Unemployment ID UI Base Rate Setup Online Acct Username: Password:

**Electronic Filing**

Form 8655 on file: Yes No Business Name Control State Website Setup

**BANK INFORMATION**

Direct Deposit: Yes No Use Intercept: Yes No

Bank Name:

Bank Account # Bank Routing #