

***Company Payroll Information Sheet**

*Payroll Tax Returns for the Previous Quarter

Client# _____

Legal Company Name: _____ **Shipping Address:** _____

Doing Business As Name: _____ **Line 2:** _____

Address: _____ **Address:** _____

City: _____ **State:** _____ **Zip:** _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax** _____ **Contact:** _____

E-Mail Address _____ **# of EE's paid** _____

CPA Firm Name: _____ **CPA Contact:** _____ **CPA Phone:** _____

- **How did you hear about PayPros, Inc.?** _____ **Referral Name & #:** _____
- **How often does your company run payroll?**
- **What day is the check date?** _____ **1st Check Date** _____
- **When does your period end (P/E) for payroll, i.e., prior Saturday?** _____ **1st P/E Date** _____

How does your company send in payroll hours & what day?

Day of Submit _____ **Time of Submit** _____ **1st Run Date** _____

Will PayPros file and pay your taxes?(Check for Yes)*:

*If Yes, Fill out the Limited Power of Attorney Form and attached a voided check from your payroll account.

Will your company use Direct Deposit? (Check for Yes):**

**If yes, fill out the Employee Direct Deposit Authorization Agreement

Will your company use Pay As You Go Workers Comp? Yes _____ **Which Agent?** _____

Does your company need breakdowns by job, Department, Division or Other?

PayPros Ancillary Products/Services? _See Additional Products Form _____

What Delivery Method does your company use?

Detail all company earnings and deductions using the "Earnings Forms Page 1 & 2" and "Deduction Form". These forms detail taxable vs. non taxable, goal deductions, etc. Please seek help if you are unsure.

Does company report Fringe Benefits, please list (Sub S Hlth, PUCC, Life) _____

How many states do you pay employees in and list them? _____

Please list the following Identification Numbers and rates: Federal ID: ___ - _____

Federal Filing Frequency _____ **State Filing Frequency** _____

State ID: _____ **State Filing Frq** _____ **SUI ID:** _____ **SUI Rate:** _____

State ID: _____ **State Filing Frq** _____ **SUI ID:** _____ **SUI Rate:** _____

PayPros, Inc. official use only.

BASE CHARGE =	PER EMPLOYEE CHARGE=	DELIVERY CHARGE=	DEDUCTION CHECK CHARGE=
W2 BASE CHARGE=	W2 CHARGE=	ANY OTHER CHARGES=	
TIME & ATTENDANCE CHARGES=		ONE TIME CHARGES=	