

# Information Needed to Set Up Payroll

# \_\_\_\_\_

**Legal Name:**

**DBA:**

**Legal Entity**

Sole Proprietor  C Corp  Partnership  \*501c \_\_\_\_\_  
 LLC  S Corp  Nonprofit\*  **For all nonprofits, a copy of the IRS Determination Letter regarding proof of approval for nonprofit status is required**   
 Household   
 Date Legal Entity Formed \_\_\_\_\_ Fiscal Year End Date: Month \_\_\_\_\_ Day \_\_\_\_\_

**Company Information**

**New Employer Yes or No (circle one)**

**Physical/Delivery Address**

**Mailing Address**

Street Name		Street Name	
City		City	
State		State	
Zip Code		Zip Code	

**Pay Information - Will Employees receive pay statements online Y or N (if yes please include their Email Address)**

**Do you want employees to receive pay statement alerts via email? Y or N / Will anyone be accessing payroll reports online? Y or N**

Pay Period End Day		Pay Day		Date of First Pay Day Checkmate will Process	
Pay Frequency <sub>1</sub>	<input type="checkbox"/> Weekly	<input type="checkbox"/> Bi-Weekly		<input type="checkbox"/> Semi-Monthly	<input type="checkbox"/> Monthly
Payroll Submission Method	<input type="checkbox"/> Email	<input type="checkbox"/> Fax		<input type="checkbox"/> Auto Process	<input type="checkbox"/> Online
Payroll Delivery Method	<input type="checkbox"/> Courier	<input type="checkbox"/> Pick-up		<input type="checkbox"/> Paperless	
Federal ID #		NH Unemployment Tax Rate <sub>2</sub> And ID #			
Other State ID# & Rates WH, UI or both					

**Company Contact Information**

Contact Name		Title	
Work Phone		Fax #	
Email		Cell Phone	
Individuals Authorized to discuss payroll			
<u>One Signer of Legal Forms Only</u> Print Name & Title			

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**Employee Info needed for Payroll Setup**

**\*\*Direct Deposit or Live Check (circle one)**

Employee Name			
Street Name			
City, State, Zip code			
SSN			
Email Address		Cell Phone	
Work Phone #		Home Phone #	

**Payroll Information**

Date of Hire		Cost Center or Department	
Start Date		Date of Last Raise	
Date of Birth		Pay Rate (s)	
Filing status and Exemptions	Married / Married withhold @ single rate/ Single (circle one)	Number of Exemptions:	
Amount, description, goal and frequency of all deductions			
Other info that you would like us to Track			

**\*\*If employee wants pay via direct deposit a Checkmate direct deposit form is required.**

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**Also, we need:**

- A voided, blank check – for the account to be used for payroll (if you can't provide a voided check you can request from your bank a Magnetic Code Specification Sheet that will provide the needed account numbers)
- Starting Check Number you would like us to use: \_\_\_\_\_
- List of all departments currently used
- List of all earning types and deductions currently used
- List of names, address and frequency for any 3<sup>rd</sup> party checks (e.g. Child Support, United Way, etc.)

**Prior Earnings Information (This does not apply to New Employers )**

- All Payroll Reports for each payroll in the current quarter
- For each employee paid during the year (including terminated employees) we need totals by Quarter of: wages paid, hours worked, deductions taken for all completed quarters of calendar year

<input type="checkbox"/> Quarter 1	<input type="checkbox"/> Quarter 2	<input type="checkbox"/> Quarter 3	<input type="checkbox"/> Quarter 4
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**Payroll Tax Returns (we need copies of all payroll tax returns filed for every quarter in current calendar year or most recent quarterly returns if none have been filed in the current year)**

<input type="checkbox"/> 940	<input type="checkbox"/> 941	<input type="checkbox"/> NH employer quarterly tax & wage report	<input type="checkbox"/> Other State Returns
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- List of FUTA tax deposits made in current year

**NOTES:**

1. If Pay Frequency is other than weekly do you have NH Dept of Labor approval *Yes or No*
2. New Employers that apply for the State ID# themselves need to return a copy of the application to Checkmate within 15 days or Checkmate will charge a fee of \$20.

To the best of my knowledge this is everything requested for payroll set up: Initials: \_\_\_\_\_ Date: \_\_\_\_\_

What I am submitting is partial info for payroll set up. I will submit the remaining information required to *Checkmate* by: \_\_\_\_\_

Initials \_\_\_\_\_ Date \_\_\_\_\_