
PAYROLL WORKSHEET

To set up your payroll, we need the following company information:

Type of Company: Sole Prop. Partnership Corp. Other _____

Legal Name: _____

DBA Name: _____

Business Address (not a PO Box): _____

Mailing Address (If different from business): _____

Payroll Contact: _____

Phone: _____ Fax: _____ Email: _____

Do you have a Federal and/or State employer ID number? (If yes, enter them here and skip to the next page.)

Federal ID: _____ State ID: _____

If you do not have both numbers we will need some additional information to get the number(s) for you:

We need a description of your business. _____

For sole proprietors or partnerships, we need:

Date Business Started Operating: _____

Owners' Names, Social Security Numbers & Drivers License Numbers: _____

If you are operating as a corporation, please attach a list of all of the officers, plus their titles, social security numbers, driver license numbers and percent of ownership. We also need:

Incorporation Date (Date of Ownership): _____

Corporation Number: _____

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We will need a voided check for the checking account that you will use for your payroll.

How will you send us your payroll information?

Fax Email Online Other _____

How often do you pay?

Weekly Bi-Weekly Semi-monthly Monthly

What day or date do your pay periods end on? _____

What day or date does payroll fall on? _____

What is your estimated first check date? _____

Are you interested in direct deposit? Yes No

Would you like your employees grouped in departments? If yes, please list the departments:

How would you like to receive your payroll?

I will pick it up Mail Courier E-mail Other

Would you like us to track vacation and/or sick accrual? If so, please attach a copy of your vacation/sick policy.

Do you have other employee benefits and/or deductions that need to be included in the payroll processing?

Insurance Cafeteria Plans Simple IRA 401 K Plan

Other : _____

How did you learn about MOSAIC Business Services? If it was a recommendation, please name the individual or client who recommended our services.
