



PAYROLL SERVICE SET UP

COMPANY INFORMATION

Legal Business Name:	_____
DBA Name (If Any):	_____
Physical Address:	_____
City, State, Zip:	_____ Bus. Phone: _____
Payroll Contact Name:	_____ Phone: _____
Email Address:	_____ Fax #: _____

ENTITY TYPE (SELECT ONE)

<input type="checkbox"/> S-Corporation	<input type="checkbox"/> Limited Liability Corporation (LLC)	<input type="checkbox"/> Sole Proprietor
<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Partnership (LLP)	<input type="checkbox"/> Non-Profit Corporation
<input type="checkbox"/> C-Corporation	<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Trust
<input type="checkbox"/> Household Employer. If Household Employer provide SS# _____		
Are you a brand new employer or starting payroll for the first time? <input type="checkbox"/> Yes <input type="checkbox"/> No		

WORKERS COMPENSATION INSURANCE

We offer Pay-As-You-Go Workers Comp through 9 Insurance Companies which compete to earn your business. We upload your payroll data on your behalf and no annual audits. You pay exact premiums.

Would you like to receive a FREE no-obligation quote for Workers Comp Insurance? YES, Let's chat NO

EMPLOYEE BENEFITS

We partner with great benefits providers (401K, IRA, SEP etc). Would you like to learn more? YES, Let's chat NO

How did you hear about AccuPay? _____

We offer referral bonuses. So please help us deliver our promise.



FEDERAL TAX INFORMATION

FEDERAL ID#: _____

If no Federal ID#, Have you applied for it? YES NO

Do you make Federal tax payments via EFTPS? YES NO

941 payment frequency: (Leave out if not sure) Next Day Bi-Weekly Monthly

Filing Schedule verified by: IRS Letter Phone Call

STATE TAX INFORMATION

Tax Type	State	Account #	RATE	FILING FREQUENCY
State SDI	_____	_____	_____	_____
State SUI	_____	_____	_____	_____

If operating in multiple states, attach a list of the states and the respective SDI and SUI details.

A copy of each State Agency's letter clearly identifying ACCOUNT NUMBERS, WITHHOLDING RATES (if applicable) and PAYMENT SCHEDULES should be attached.

If no state ID# did you apply for it? YES NO

PAYROLL SCHEDULE

Payroll Schedule WEEKLY BI-WEEKLY SEMI-MONTHLY MONTHLY

If possible, please ensure at least 3 days between last day of work and check date per pay cycle

The first 2 pay periods will run as follows:

	Period Begin	Period End	Pay Date (Check Date)
1.	_____	_____	_____
2.	_____	_____	_____



BANK ACCOUNT INFORMATION

All payroll expenses that are the responsibility of AccuPay will be impounded 3 – 5 business days before due date to allow timely remittance to the respective Federal and State tax agencies. Payroll expenses include, but are not limited to, federal and state tax payments, agency payments, employee direct deposits and any other payments that AccuPay is requested to make on behalf of the client. AccuPay impounds these funds via ACH from the client’s bank account. AccuPay’s processing fees are drawn at each payroll run.

Client’s Payroll Bank Account Information

Bank Name: _____

Routing Number: _____ Account Number: _____

COMPANY VOIDED CHECK

NO DEPOSIT SLIP

**PLEASE DO NOT EMAIL THESE FORMS TO ACCUPAY.
SEND THEM VIA OUR SECURE DOCUMENT PORTAL LOCATED AT
<https://accupaysystems.com/file-exchange>**