



**TO ENSURE A QUICK SET UP PLEASE HAVE THE FOLLOWING ITEMS:**

- BUSINESS NAME AS APPEARS ON SS4 & DBA(S) IF USED
- BUSINESS ADDRESS & MAILING ADDRESS
- EXECUTIVE CONTACT - RESPONSIBLE PERSON & PAYROLL CONTACT
- BEST CONTACT NUMBERS & EMAIL CONTACT INFO FOR THESE PEOPLE
- A VOIDED COMPANY CHECK FROM THE ACCOUNT THE PAYROLL WILL BE DRAWN FROM
- YOUR COMPANY FEDERAL EIN # \_\_\_\_\_ FILING FREQUENCY QUARTERLY MONTHLY SEMI-WEEKLY
- YOUR COMPANY STATE ID # \_\_\_\_\_ FILING FREQUENCY QUARTERLY MONTHLY SEMI-WEEKLY
- YOUR COMPANY STATE UNEMPLOYMENT TAX ID # \_\_\_\_\_ AND RATE \_\_\_\_\_
- COMPLETE LIST OF STATES, COUNTIES AND LOCAL AUTHORITIES THAT YOU PAY & FILE IN
- YOUR FIRST CHECK DATE \_\_\_\_\_
- YEAR-TO-DATE EMPLOYEE FIGURES GROSS TO NET
- QUARTER-TO-DATE EMPLOYEE FIGURES GROSS TO NET
- COMPANY POLICY FOR VACATION/SICK/AND PTO
- DEDUCTIONS BY EMPLOYEE PRE-TAX AND/OR AFTER-TAX
- RETIREMENT PLAN CALCULATIONS (SUCH AS 401K-SIMPLE PLAN-ROTH)

***EXCELLENCE IN SERVICE IS OUR FIRST CONCERN!***

**PLEASE CALL IF YOU HAVE ANY QUESTIONS. 970-245-4244**

**441 Colorado Avenue Grand Junction CO 81501**

**Members of: American Payroll Association, Home Builders Association, Grand Junction Chamber of Commerce, National Association of Safety Professionals**