



Additional Payroll Information Checklist for Client Set Up

Thank you for choosing PayPath. Additional information is required to complete your account set up. First, please complete the web enrollment form at www.thepayrollcenter.com/enrollment as fully as possible and submit ***within the next 1-2 business days***. Complete the form even if you cannot supply all of the requested information. This will allow our Implementation Specialists to create a company profile for your account and determine what additional information still needs to be collected to complete your account set up.

Important Note: The web enrollment form must be submitted before the implementation process can proceed. You will be contacted by a representative within two business days of our receipt of your paper application to confirm that you have submitted your web enrollment and to schedule the next step in the implementation process. Once your web enrollment submission is confirmed, we will arrange a follow-up telephone call to collect the additional information needed to complete your account set up.

In anticipation of the follow-up telephone appointment, please collect and prepare the following:

1. A Company Check—Voided
2. Legal Documents:
 - A. Form 2848—IRS Power of Attorney (included—please complete with Section 1 with company information and the legal name of the company that matches the EIN Number. Have an authorized company representative sign and date Section 9, including title and printed version of their name—**PIN is optional not required**)
 - B. Form 8655—IRS Reporting Agent Authorization (included—please complete top “Taxpayer” section, “Sign Here” section at the bottom of page 1, including title and date)
3. Electronic Signature Form (included—optional—only needed if you are requesting paper checks be issued to employees with an authorized Client signature on those checks)
4. Federal and (if applicable) State and Local Tax ID’s, tax deposit frequencies, and tax rates
5. If your payroll services will have a Mid-Year or Mid-Quarter start, complete the attached “Mid-Year Payroll Service Conversion Form” with:
 - A. Mid-Quarter and prior Quarter tax liabilities
 - B. Copies of year to date tax returns (941, State, UC)
6. Employee Data—obtain this from your current payroll provider in .CSV file format, preferably. If you currently process your own payroll, collect the following employee information in Microsoft Excel spreadsheet format and attach any accompanying documents as needed:
 - A. Employee Demographics (SSN, Address, pay rate)
 - B. Direct Deposit data—voided check
 - C. QTD/YTD data
 - D. Deductions
 - i. Health, dental
 - ii. 401K, simple
 - iii. Uniforms, dues
 - iv. Accruals—PTO, vacation, sick
 - v. Garnishment, Levy, Child Support (must provide a copy of the order)

The information in this communication is confidential and may be used by the authorized recipient only for its intended purpose only. Any other use or disclosure is prohibited.