PayPath Quick Start Guide

Getting started with onboarding is a simple process. TASC provides the tools you need to help in gathering the proper data needed to get your payroll started. An Onboarding Specialist will request the following information and documentation to accurately complete your new payroll account. (Refer to the Client Administrative Manual for a complete description of PayPath.)

1) Company Information

- Company bank account information; required to set up ACH and e-paying taxes.
- Types of compensation you give to your employees, such as hourly wages, salaried wages, bonuses, commissions, and tips.
- Types of benefits you offer your employees, such as health insurance, dental insurance, 401k retirement plan, vacation/sick leave, Flexible Spending Account.
- Types of other additions and deductions you provide for your employees, such as cash advances, mileage reimbursements, union dues, and wage garnishments.

2) Employee Information

For each employee who worked for you this calendar year, you must provide the following data; name, address, social security number, DOB, hire date, compensation, tax information, deductions, benefit information, status, and year to date earnings.

3) Tax Information

- State unemployment insurance (SUI) contribution rate: contact state unemployment insurance office to obtain your rate.
- State agency ID number(s) or unemployment and/or state tax withholding; contact the appropriate state agency directly if you do not have an ID number for them.
- State assessment, surcharge, administrative, or training tax rates (if applicable).
- Copies of both state and federal tax forms for each closed quarter this year.
- Tax deposits/filing schedule (monthly or quarterly).

4) Payroll History

If you are starting payroll in:

The first quarter of the calendar year (January 1 through March 31):

- Payroll summaries for each paycheck issued during the quarter.

The second, third or fourth quarter of the calendar year (April 1 through December 31):

- For each closed quarter: payroll summaries by quarter.
- For the current quarter: payroll summaries by paycheck.

5) Legal Documents

- Form 2848 - IRS Power of Attorney
- Form 8655 - IRS Reporting Agent Authorization

6) Electronic Signature Form

Needed for any checks being requested to be signed from your business account. Employee checks or any third-party checks.

All of this data and documentation will be collected during the onboarding process. If such information is not collected in a timely manner, it will delay the onboarding process, the implementation process, and the start date of your payroll.

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