

Company Payroll Setup

Information gathering for setting up company payroll.

Name _____

Company Name _____

Address _____

Phone Number _____ Email Address _____

Bank Account Routing Number _____

Bank Account Number _____

How do you want to submit your payroll data? _____

Choose your pay frequency

- Bi-Weekly
- Semi-Monthly
- Monthly

How is your company set up?

- Sole Proprietor
- Limited Liability Company (LLC)
- S-Corp

Check the boxes for the accounts that are already set up.

- Federal EIN _____ EFTPS Pin _____
- State Withholding _____ Pin# _____
- Unemployment Compensation _____

Utah TAP account Logon and Password

Login _____ Password _____

Do you have 1099 Contractors? ___ Yes ___ No

Do you want us to process your 1099 payments as well? ___ Yes ___ No

Signature

What other services are you in need of?

- Bookkeeping
- Tax Preparation
- Sales Tax Reporting