

PAYROLLeSOLUTION

Please print this page before you begin the enrollment process online.

The information below will help you organize the required information before you begin the online enrollment.

IRS Proof of FEIN and Legal Name (any of the following will work)

- EIN confirmation letter dated within 3 years
- Most recently filed 941
- Most recently filed 1120, Schedule C, or any other IRS filing

Documentation of State Tax ID Numbers and SUI Rate (any of the following will work)

- Most recently filed State quarterly return(s)
- Confirmation of registration or copy of completed registration form (new businesses)
- Almost any other documentation listing unemployment number and current rate
- An email from you confirming IDs/rate

Copy of a Company Check (if possible)

Current Year to Date Wage History (if applicable)

-All Previous closed Quarters of 2025 - YTD summary from January 1st through the last date of the most recently closed quarter (3/31, 6/30 or 9/30) with each employee broken down from gross to net, by line item, with each tax and deduction separated

-Current Quarter - Payroll summary for each check date within the current quarter with each employee broken down from gross to net, by line item, with each tax and deduction separated.

Please email all required paperwork to adam@eOnlineBenefits.com or if you have any questions please call our office and ask for Adam (952) 405-9000.