## **EMPLOYER INFORMATION SHEET**

Contact Name:
hone:
ax:
mail:
Partnership
e principal officer to help prevent money is the person who is the main contact rect deposit) are made.
Federal Deposit Schedule  Monthly Semi-Weekly Other State Deposit Schedule Only applicable to states with income tax  Same as federal Other

Payroll History
Attach any historical payroll information from this calendar year for all active and terminated employees
☐ Have not run any payroll yet this year
<b>Beginning of Calendar Quarter Start.</b> If you will begin using our service at the start of the 2 <sup>nd</sup> , 3 <sup>rd</sup> or 4 <sup>th</sup> calendar quarter (April 1, July 1, or October 1), please include the following items.
☐ Year-to-date wages, taxes, and deductions for each employee
□ Dates and amounts of all payroll tax payments made to date for current year tax liabilities
<b>Middle of Calendar Quarter Start.</b> If you will begin using our service in the middle of a calendar quarter, please include the following items.
☐ Year-to-date wages, taxes, and deductions for each employee as of the most recent payroll
Year-to-date wages, taxes, and deductions for each employee as of the end of the most recent calendar quarter (not applicable if you're starting in the middle of the first calendar quarter)
$\square$ Payroll register or other summary for <u>each</u> payroll date in the current quarter, including total
amounts for each wage item, tax, and voluntary deduction on that date.
☐ Dates and amounts of all payroll tax payments made to date for current year tax liabilities
Notes