DATA2000

Information Needed For Payroll Startup

❑ Federal and State Identification numbers and the State Unemployment Registration number, along with your current unemployment percentage rate.

❑ Federal/State 941 deposit type, e.g., semi-weekly, monthly or quarterly and do you wish Data 2000 to deposit these funds.

❑ Will Data 2000 be responsible for paying your Federal and State Unemployment? If so, we will withdraw the funds on a per payroll basis and pay in at the end of each quarter.

❑ Completed Federal W4 and State W4 for each employee, with all sections properly filled out and legible. The federal default is (S)ingle, 0 resulting in the maximum amount of tax withheld from the gross pay.

❑ Date of birth, Sick/Vacation/Personal time earned for each employee.

❑ Salary and hourly pay rates, noting how overtime is paid, either over 40 hours or over 8 each day.

❑ Any payroll deductions and what type of deduction, such as insurance, garnishments, etc., and is the deduction pre-tax or not. Also, are you offering direct deposit to your employees.

❑ If different divisions/departments are desired, e.g. officers, office, floor, shop, waiter/waitress, bushelp, etc. and job titles.

❑ Do you want computer-generated signature on checks and if so, are the checks to be stuffed in envelopes.

❑ Based on company type, corporation, partnership, LLC etc., are the owners to be compensated through the payroll.

❑ A voided check from the bank on which the payroll checks will be drawn to send to the printer for check printing.

❑ Any special reports needed on a weekly, quarterly or yearly basis.

If starting after January 1st, then:

❑ Year to date payroll ending on a payroll quarter if payroll was previously processed elsewhere.

❑ Detail payroll information by employee for each week from the end of the quarter as noted above.

Payinfo.doc