

o **Proof of your Federal Tax ID Number**

- Any preprinted document showing your EIN number and legal number. This nine digit number can be found on Form 941 (quarterly report preprinted by the IRS), Form 8109 (tax deposit coupon), or miscellaneous IRS correspondence.
- If you do not have an IRS document with your Federal ID# on it, you can call **1-800-829-0115** to obtain it. You must be a corporate officer and be in the presence of a fax machine.

o **Proof of your State Tax ID Number and Current Year's Rate**

- This seven digit number can be found on Form UCT-6, or miscellaneous state correspondence. **This document must show the Employer rate for the current year.**
- If you do not have an Re-Employment account number and rate you can register online with The Florida Dept. of Revenue at <http://dor.myflorida.com/dor/taxes/registration.html>. Once you are that page click **Start a New Registration**.
- If you are not sure of your account number and or rate, you can call 1-800-482-8293 OPTION 2 then OPTION 3

o **Voided Sample Company Check**

- Please make sure that you provide the appropriate account number for payroll, payroll taxes, and fees for service. The bank routing and account numbers must be clearly displayed.

o **Employee Information**

- Please provide W-4 information (name, address, social security number, pay rate, marital status, number of dependents, gender, hire & birth date, departments and per pay deductions (if any) for every **active employee**. Voided check for direct deposit.
- Please provide the following W-4 information (name, address & social security) for every **terminated employee** with earnings this year.

o **Employee and Company Balances**

QUICKBOOKS

- o Payroll Summary by Employee Report - Report which shows gross to net breakdown for every employee and the company for every check date on the current quarter.
- o Payroll Summary by Employee Report as of the last closed quarter.

COMPUPAY

- o Employee Earning Record as of the last closed quarter for every employee & the company.
- o Check Register, Tax Summary, Impound Information and Department Summary Reports for every payroll with a check date in the current qtr

PAYCHEX

- o Year to Date Report as of last closed quarter.
- o Payroll Journal, Department Summary and Cash Requirement Report for every payroll with a check date in the current quarter.

ADP

- o Master List Report from the last payroll ran with ADP.
- o Payroll Register & Payroll Summary for every payroll with a check date in the current quarter.

o **Government Returns/Proofs of Deposits To Be Submitted:**

1. 941 return, UCT-6 for all previous quarters.
2. Proof of FUTA (940) deposit for previous quarters
3. 8109 deposit proofs for current quarter.

Thank you for choosing us as your payroll provider. If you have any questions regarding the above documents, do not hesitate to call your Sales Representative at 850-224-2439.