



Client Information for Payroll Setup

Company Information

Company **full legal** name: _____

DBA (if different): _____

Business address: _____

Owner home address: _____

(to verify identity with IRS)

Additional work location(s) address(es) if any: _____

Phone number: _____

Business EIN: _____

Owner SS#: _____ (to verify identity with IRS)

WI Withholding Acct #: _____

WI Unemployment (SUTA) Acct #: _____

WI Unemployment (SUTA) Rate: _____

WI Unemployment (SUTA) Rate Effective Date: _____

Payroll service currently using: _____

Pay frequency: _____

Day of week: _____

Any special pay rates/codes/tracking: _____

Any payroll deductions or contributions (child support, garnishments, insurance, etc): _____



On Track Bookkeeping

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Payroll Payment Type (circle): Handwritten Checks Direct Deposit

Federal Income Tax Deposit Frequency (941): _____

Federal Unemployment Tax Deposit Frequency (940): _____

Wisconsin Withholding Tax Deposit Frequency (WT6/7): _____

Any special circumstances about your WI Unemployment tax reporting (UC101): _____

Other Documentation Needed:

- *Copy of business owner driver's license (to verify identity with IRS & bank)
- *Copy of most recent bank statement for payroll account (must be a business account)
- *Voided business check for payroll account (must be a business account)
- *All payroll registers for the current year, by pay date (if any).
- *All employer taxes for the current year, by pay date (if any), including documentation of any payments made (by agency, date, amount)
- *EIN Verification letter – **ONLY NEEDED IF SETTING UP DIRECT DEPOSIT** (for ANY employees)
 - Confirmation letter received from IRS when you applied for your business EIN or:
 - *Copy of signed Form 1120S*
 - *Copy of signed Form 941*
 - *501(c)(3) determination letter if non-profit*
 - *Or any State or Federally issued document that includes your EIN, Business Name, and Business Address*

Information Needed for Each Employee:

- *Name
- *Home Address
- *SS#
- *Email (if they want access to employee portal)
- *Pay Type (hourly or salary)
- *Pay Rate
- *Federal (W4) Withholding form
- *State (WT-4) Withholding form
- *Any special deductions from pay
- *Voided check if employee will be direct deposit



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NEW EMPLOYERS:

*Apply for an Employer Identification Number (EIN, aka, FEIN) with the IRS online:

<https://sa.www4.irs.gov/modiein/individual/index.jsp>

(click "Begin Application" at the bottom)

*Wisconsin new employers will need to register their business with the Wisconsin Department of Revenue for a state income tax (SIT) account:

[https://tap.revenue.wi.gov/mta/ /](https://tap.revenue.wi.gov/mta/)

(in the login area, click "New? Create new username")

*As a new employer in Wisconsin, you will also need to register online with the WI Department of Workforce Development for a state unemployment insurance (SUTA) tax account:

<https://unemployment.wisconsin.gov/EmployerWelcome?target=AccountMain.aspx>

(click at the bottom for new user signup)