

Payroll Account Checklist

1. Voided check from the company bank account
2. EIN document, Form SS-4, or most recent Federal 941 return
3. State withholding tax ID
4. Unemployment tax ID and current unemployment rate
5. Employee information for all active employees
6. Direct deposit bank info for employees

**If you are switching to PSS from another provider mid-year please provide

1. Payroll summaries for the completed quarters of this year, so far, showing gross to net for each employee with company totals
2. Payroll registers for each payroll run within this current quarter, if any, showing gross to net for each employee with company totals, as well
3. Employee information for all active employees, as well as, employees paid but terminated within this year including: Name, Address, SSN, DOB, DOH, W-4 status, Pay rate, email address, deductions from pay, etc