

# Payroll Setup Checklist



**START HERE:** Gather the following detailed information about your business and your employees before you start setup.

# 1

## Company Information

You've already set up your company file in QuickBooks. Now, your Payroll Setup Interview will require the following:

- Company Bank Account**  
Required for Assisted Payroll to debit for taxes, payroll service fees and any employee direct deposits
- Company Federal Employer Identification Number (FEIN)**  
Legal Company Name and Address (this should match how you are registered with the IRS)
- Direct Deposit Information**  
Determines if Direct Deposit limit increases are required.
  - Highest Total Net Direct Deposit Payroll for the Company in a 7-day period, including bonuses and commissions
  - Highest Net Direct Deposit Payroll for one Employee is a 14-day period, including bonuses and commissions

## 2

- Types of Employee Compensation**  
Such as hourly wages, salaried wages, bonuses, commissions, and tips

- Types of Employee Benefits**  
Such as health insurance, dental insurance, 401K retirement plan, vacation/sick leave, or Flexible Spending Account (FSA)
- Other Additions and Deductions**  
Such as cash advances, mileage reimbursements, union dues, and wage garnishments

- Other Company Work Locations**  
Primary and any secondary work locations for employees (multi city/state work)

- Remote or Work From Home**  
Employee residences if they work from home or remotely

## 3

- Schedule for Tax Deposits and Filing**  
(monthly or quarterly)

- Tax Payment Information**  
From prior service if you had payroll in the current calendar year.
  - Amounts of each tax paid for closed quarter
  - Amounts of each tax paid and amounts of each tax refunded for current quarter upon cancellation

## Tax Information

All of the following payroll tax information is available from your state or local tax agency.

- State Unemployment Insurance (SUI) Contribution Rate**  
Contact your state's unemployment insurance office to obtain your rate.
- State Agency ID Number(s)**  
If you do not have an ID number for unemployment or state tax withholding, contact your state's agency directly.
- State Assessment, Surcharge, Administrative or Training Tax Rates**  
(if applicable)
- Signed Quarterly State and Federal Tax Filings**  
For any closed quarter if you had payroll under your FEIN in the current calendar year.

## Employee Information

For each employee who worked for you this calendar year (including active, inactive and terminated employees), you'll need:

- Completed W-4 Form - federal and state**
- Pay Rate**  
(hourly, salary, commission, etc.)
- Paycheck Deductions**  
401(k), insurance, garnishments
- Sick/Vacation Policies**  
(including employee balances)
- Direct Deposit Information**  
Required only if you are paying any employees by Direct Deposit. Use a voided check from the employee's bank account (not a deposit slip).
- Important Dates**
  - Hire
  - Birth
  - Term

## Payroll History

If you had payroll under your FEIN this calendar year, you will need the following payroll reports from your prior payroll service:

- For each CLOSED Quarter in current year:**
  - Quarter 1: January 1 - March 31
  - Quarter 2: April 1 - June 30
  - Quarter 3: July 1 - September 30
  - Quarter-to-Date Payroll Earnings Reports for each employee showing a breakdown of gross pay, taxes, other payroll deductions
  - Quarter-to-Date Company Totals Report showing total gross pay, totals for each payroll deduction and taxable wages for each tax (if the 941 and state tax returns are not available)
  - Note: Year-to-Date Payroll Reports are not accepted.
  - If you do not have Quarter-to-Date Reports, include BY CHECK DATE Reports.
  - 944 Filers: BY CHECK DATE Reports or Month-to-Date Reports are accepted.
  - Company total for company paid taxes (FUTA/SUI)
- For CURRENT Quarter:**  
By CHECK DATE Payroll Earnings Reports for each employee showing a breakdown of gross pay, taxes, other payroll deductions. Ideally this report should also show company totals for each check date.