

Payroll Setup Checklist



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

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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 in a 14-day period, including bonuses and commissions
- ☐ **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

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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.
- ☐ **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

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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

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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.