



INFORMATION CHECKLIST

____ ADOPTION AGREEMENT ____ SERVICE AGREEMENT

EMPLOYEE CENSUS (CENSUS FOR ALL ELIGIBLE EMPLOYEES)

- ____ ADDRESSES ____ BIRTH DATES
- ____ HIRE DATE ____ PAYCHECK FREQUENCY
- ____ GROSS WAGES ____ OFFICER / OWNER
- ____ PER CHECK
- ____ SOCIAL SECURITY NUMBERS
- ____ EMAIL ADDRESSES
- ____ BANK ACCOUNT INFORMATION (EFT ONLY)
- ____ INSURANCE PAYROLL DEDUCTIONS PER MONTH
- ____ PAY SCHEDULE FOR THE YEAR FOR EACH PAY FREQUENCY

EMPLOYER BANK ACCOUNT INFORMATION (VOIDED CHECK)

- ____ VOIDED CHECK
- ____ VERIFY ACCOUNT NUMBERS W / BANK
- ____ VERIFY BANK ROUTING NUMBERS W / BANK
- ____ SIGNATURE PAGE

REIMBURSEMENTS TO BE: (PICK ONE)

- ____ WEEKLY ____ BI-WEEKLY ____ SEMI-MONTHLY ____ MONTHLY
- ____ QUARTERLY ____ OTHER _____

CONTACT PERSON(PAYROLL) _____

PHONE _____ EXT. _____

Email ADDRESS _____