



877-Get-epay [438-3729]  
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### COMPANY SETUP CONTROL SHEET

Client: \_\_\_\_\_

First Check Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Main Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Item	Need	Rcvd	N/A	**PLEASE CALL US AND WE WILL HELP YOU GATHER THE FOLLOWING:
1	___	___	___	A document confirming your Federal & State ID Number. [A deposit coupon {8109}, a previous quarter's tax return, a preprinted letter from the IRS or state government agency.] If a new business, provide a copy of the completed SS-4** and State Registration Forms**. <i>**PLEASE LET US KNOW IF YOU WOULD LIKE US TO PREPARE THESE FOR YOU.</i>
2	___	___	___	A <i>VOIDED</i> check from the bank account that you want your payroll drawn on.
3	___	___	___	Employee Information Form for each employee
4	___	___	___	Year To Date wages and withholding information for all closed quarters for each employee. This does not have to be given to us by the quarter but instead can be a grand total. Usually a payroll summary will have this information.
5	___	___	___	Quarter To Date wages and withholding for the current quarter. This information will need to be tied into the total tax deposits made for the quarter. All taxes for payroll processed before our conversion will need to be paid or a letter of acknowledgement that they are your responsibility will need to be provided to us.
6	___	___	___	Have any tax deposits been made for the current quarter? If so, we need the date paid, check number, and the amount of such deposits.
7	___	___	___	Copies of all Quarterly Tax Returns for all closed quarters for the current year. 1st___ 2 <sup>nd</sup> ___ 3 <sup>rd</sup> ___  Vacation/Sick Pay Accruals with employee accrual rates and current balances.
8	___	___	___	401K and/or Section 125 plan documentation.
9	___	___	___	If you would like us to calculate worker's compensation payments, a copy of your Workers' Compensation Report showing the current rate, codes, and classification for each employee.
10	___	___	___	Chart of Accounts for journal entry report.