



NEW CLIENT SETUP CHECKLIST

Identification Numbers

- FEIN number and due dates
- State withholding number and due dates
- State unemployment number and rate

Employee Data

- W-4 information on each employee
- Pay rate on each employee
- Garnishments / child support information
- Special deductions for each employee
- Direct deposit form per employee (if applicable)
- Current annual pay for each employee by quarter

Payroll Processing Data

- Company contact / authorization information
- Frequency and date of payrolls
- Delivery options
- Tax remittance options
- Vacation / Leave balances
- Job Costing / Departmental reporting
- Company bank routing number and account number
- Payroll report requests

Additional Services

- Internet based time clock system
- Internet based remote payroll access
- Office supplies (Checks, envelopes and deposit books)
- Bookkeeping Services
- QuickBooks support

Thank you for choosing Majestic Payroll Services!

801-732-1090

www.majesticpayroll.com

