



New Client Profile

Client Legal Name:				
DBA (if applicable):				
Contact Name/ Representative(s):				
Address:				
Mailing Address:				
Office Phone #		Cell #		Fax #
Email(s):				
Payroll Fees: Base:	Per Pay Item	W2 Fee:	Other:	Other:
Payroll Submission: Phone / E-mail / Fax / Remote / AutoRun			Email Reminder: Y / N	
Weekend/Holiday Rules:				
Pay Frequency:			1st payroll:	
Pay Period Start & End:				

Tax Information

FEIN:	Due: Every Pay (1)	Monthly (15th)
List all Work States:	Local Taxes:	
State Withholding ID: Due: M / Q	State Unemployment:	SUI Rate:

Back Tax Collection/Payments

941	940	State Withholding	State Unemployment
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Banks, Impounding, Reporting, PTO Accruals

Secure Pay - Tax Only		Bank Name:		
Company Bank Account Info: Routing #:		Account #:		
Check signature (tax only):	Y / N	Check starting # if tax only:	Attach copy of check if tax only	
Direct Deposit: Y / N	Workers' Comp: Y / N	Department/Job Reporting: Y / N	Online Timekeeping: Y / N	Timekeeping Import: Y / N
Manager Self-Self Service: Y / N	General Ledger: Y / N	General Ledger Export: Y / N	GL Export Type:	Time Input Sheet sent w/ each payroll: Y / N
CPA / Bookkeeping: Y / N	Health Insurance: Y / N	Retirement Planning: Y / N	P & C Insurance: Y / N	I-9 & E-verify: Y / N
Paycheck/paystub Receiving Method: Emailed to employer / Pick-up / USPS First Class / USPS Priority / EE Self Service (online)				
Report Distribution: Emailed Mailed w/ checks Online Access				
Leave Tracking: Y / N	Leave Accrual Policy (attach copy if needed):			
Special Wage/Earning Info:			Special Deductions:	

Vendor payments to be handled by Majestic:

NOTES

Sales:			CPA:	Source:
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