WE MAKE IT EASY TO RUN PAYROLL NOW!

Below is the information we require to start running payroll:

* Legal Company name and address that corresponds to your Federal I.D. Number

* Federal ID Number and State Withholding Account Number

* State Unemployment Account Number and Contribution Rate

* Sample check and starting check number

* Employee W-4 information (name, address, SS#, marital status, number of exemptions)

* Rates of Pay

* Period End Date and Check Date

***Year-to-Dates through last payroll (if applicable)

***Present Quarter/Monthly taxes outstanding (Federal/State withholding) (If applicable)

* All deduction information (401k, S125, child support etc.) (If applicable)

* Email address

***Not required for new businesses in which wages have not previously been paid to employees

IT'S THAT EASY!