



New Client

Payroll Conversion Checklist

Company Information:

- _____ 1. Voided check from payroll account.
 - Starting Check Number (if applicable) _____
- _____ 2. Any pre-printed document from the IRS with Federal ID # (EIN)
- _____ 3. Any pre-printed document from State Agency(s) with:
 - (a) State Withholding #
 - (b) State Unemployment #
 - (c) State Unemployment Rate for current year
- _____ 4. Signed paperwork by a corporate officer
 - 8655, 2848, DOL POA, DOR POA
- _____ 5. Signed price proposal & EFT Authorization Agreements

Employee Information:

- _____ 1. Employee Setup form / W-4 Information on all **active and terminated** employees this calendar year - - (name, address, soc. sec. #, and tax exemptions).
- _____ 2. Direct Deposit Employee Authorization Form with employee's voided check and/or savings info.

Historical Information (if applicable):

- _____ 1. Copies of prior Quarter Federal returns (941) **and** prior State returns
- _____ 2. Quarter-to-date wages on each employee (gross to net) and company totals for each completed Quarter and current Quarter.
- _____ 3. Each payroll register by employee name and department for current Quarter.

****We need 5 business days to turn around the above completed information before we can run your first payroll. ****

**Thank you for selecting Custom Payroll Solutions, LLC.
Phone: 336-697-9975 • Fax: 1-888-402-9707**