

Payroll Service Checklist

Contact Information

Owner Name..... Phone #

Mailing Address

e-mail..... Cell

COMPANY INFORMATION

Legal Name..... FEIN

Physical Address, if different

This business is a sole proprietorship LLC S-Corporation C-Corporation

Industry Construction? Y/N

I currently don't have payroll do payroll myself have a payroll company lease employees

I currently have workers compensation insurance need workers compensation insurance N/A

I have salary for owner(s) only salaried employees hourly wage earners sub contractors

I need payroll for myself salaried employees hourly wage earnerssub contractors

Average amount of payroll \$..... per week bi-weekly semi-monthly monthly

I need payroll ASAP within a few weeks just shopping around

Please email me a quote for payroll fees an estimate of payroll taxes both

Comments

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This is NOT a contract and I will not incur any cost or have any obligation to follow through.

With my signature I warrant that all information given is true and accurate.

Signature Date