

# AFFORDABLE PAYROLL

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## INSTRUCTIONS

### WELCOME TO AFFORDABLE PAYROLL

In order to make the transition from your present system to ours go more smoothly, we have created a checklist of information that we will need to open your account. Should you have any questions, please feel free to call any time at (toll free) **1 866-818-9209**. We are here to help in any way to make payroll easy for you.

- ( ) Fill out attached “**Employer Information Sheet**”, and attach copies of your prior quarterly tax returns for this year. (This includes; 941, DE6).
- ( ) Fill out attached “**Employee Information Sheet**” for each employee that has worked for you this year. This should also include terminated employees.
- ( ) **Include a VOIDED check** from the bank account you wish to use for payroll, and indicate the starting number for the checks you want us to use. (You may fax the voided check to us also).

**Fax these forms to: 1 866/ 876-6565**

Thank you for choosing Affordable Payroll. We look forward to working with you and making your payroll problems a thing of the past.

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# AFFORDABLE PAYROLL

## EMPLOYER INFORMATION SHEET

Business Name \_\_\_\_\_

Name 2 (DBA) \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Contact Person \_\_\_\_\_

Fax Number \_\_\_\_\_ Home and/or Cell Ph. \_\_\_\_\_

**Federal ID#** \_\_\_\_\_

**State ID#** \_\_\_\_\_

SUI Rate \_\_\_\_\_

Fed. Tax. Deposits : Semi-Mo. \_\_\_ Monthly \_\_\_

Work Comp. Ins. Experience Factor \_\_\_\_\_ % Carrier : Name \_\_\_\_\_ Ph. \_\_\_\_\_

Bank Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Starting Check Number \_\_\_\_\_

Payroll Period	Weekly	Biweekly (every other week)
	Monthly	Semimonthly (twice monthly)

Payday \_\_\_\_\_ 1st. Pay Period \_\_\_\_\_

**Fax these forms to: 1 866/ 876-6565**