SUREPAYROLL.com

Start Simple™ - Company Setup

Company Name:

Doing Business As (DBA):

Address:

City: State: Zip:

Contacts:
Payroll Administrator:

Phone: e-mail:

Username: Password:

Fax Number:

Payroll Approver:
( ) Check if same as administrator

Phone: e-mail:

Executive Contact:
( ) Check if same as approver

Phone: e-mail:

Bank Info:
Name of Institution:

Transit Routing Number: *(9 digits)* ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Account Number:

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Tax Info:

Federal Tax info:

Employer ID # (FEIN): _____   Tax Filing Freq.: _____

State Tax Info: *(Must complete one for each State where Company Operates)*

State Name: _____

State Income Tax ID #: _____   Filing Freq.: _____

State Unemployment #: _____   Filing Freq.: _____

Unemployment rate: _____ % _____

Local Tax Authority: _____

Local Tax ID #: _____

Other States (if Applicable) *(Must complete one for each State where Company Operates)*

State Name: _____

State Income Tax ID #: _____   Filing Freq.: _____

State Unemployment #: _____   Filing Freq.: _____

Unemployment rate: _____ % _____

Local Tax Authority: _____

Local Tax ID _____

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Payroll Schedule:

Payroll Frequency: ( ) Weekly, ( ) Bi-weekly, ( ) Semi-monthly, ( ) Monthly

Desired First Check Date with SurePayroll.com:

Covers pay period ending on:

Department Codes:

Code   Department Name

_____   _____

_____   _____

_____   _____

_____   _____