



Client Information

COMPANY NAME: _____

PLEASE PROVIDE THE FOLLOWING EMPLOYER INFORMATION:

| | |
|---|--|
| A Voided Business Check - for drafting of the payroll liabilities and fees. | |
| Any IRS document showing the company's registered name and federal tax identification number. | |

First Check Date _____ Pay Period: From _____ To _____

If the pay date falls on a weekend or holiday will the check date be the business day **before** or **after**. (circle one)

Payroll should be submitted by 10:00 a.m. **two** days prior to your check date to avoid a late fee.

The funds are drafted from your account one day prior to your check date.

Input Method: Email Fax Payentry.com PC Input (circle one)

Delivery Method of reports and vouchers: Client pickup Courier Email Mail (circle one)

Pay Frequency: Weekly Biweekly Semimonthly Monthly (circle one)

List any Company Deductions: _____

If you have a 401k plan do you have an employer match? Yes No If yes, what percent _____

ADDITIONAL INFORMATION:

Client Signature

Date