

Business Services, Inc.

"The Complete Payroll Service"

ITEMS NEEDED TO SET UP PAYROLL SERVICES

Company Information:

Federal Employer ID No. (copy of Form SS-4) (For new employers only)
Copy of Prior Quarterly Reports if available (Form 941, VT DOL C101)
VT Withholding Tax ID Number and Filing Frequency
VT DOL (unemployment) number, if registered, and rate.
Copy of Company Check
First paycheck date and period covered
Details for 3rd Party Payments, IRA, 401K, Health Savings, etc.

Employee Information:

Name (copy of W4 if available) (forms www.accuritepayroll.com)
Address " "
SS Number " "
Tax Status (ex S-1) " "
Pay Rate
Direct Deposit Form and copy of check (forms www.accuritepayroll.com)
Detail of any other deductions