



List of information required to setup a payroll account:

Company Data:

- Legal name and DBA (if any) IRS letterhead is required showing name and address
- Form IRS SS-4 Employer Identification Number
- Company Address, Phone/Fax#'s, email address
- Payroll Starting, Payroll Ending and Check Dates
- State income tax ID number (if required) for each state you are currently doing business in
- State Withholding: South Carolina - SC Withholding Agent Registration letter (or most recently filed SC1605/1606).
 - For other states - withholding registration letter from that state's department of revenue.
- State unemployment: South Carolina - Liability determination letter or most recent unemployment tax rate notice from SC Dept. of Employment & Workforce.
 - For other states - unemployment determination letter from that state's department of employment or labor.
- Breakdown of employees by departments if needed
- List of earning types
- List of deductions, pre or post taxed must be noted
- Signature of authorized person(s) on blank sheet of paper
- Voided Check
- Prior payroll information – payroll gross-to-net break down including all taxes paid/filed for current calendar year
- Employee earnings/deductions/taxes summary report - by month or by quarter
- Quarterly payroll returns - IRS 941 - SC 1605/1606 - SC UCE101/120 - FUTA tax deposits
 - For other states - provide that state's equivalent withholding and unemployment tax returns.

Employee Data:

- Full name
- Full address
- Social Security Number (copy of Social Security card)
- Email address
- W4 Employee Withholding Certificate (signed) and state's separate W4 (if applicable)
- Rate of pay (per hour or per period salary)
- List of any recurring deductions, i.e. child support garnishments, uniforms, insurance, etc. (please include copy of support/garnishment letter from agency)
- Date of Hire
- Date of Birth
- Direct Deposit Information (Voided Check(s) or letter from bank)
- Sick/Vacation Plan details/balances
- Any Additional HR info you would like to track, i.e. last pay change date, emergency contacts, etc.