

Payroll Service Solutions

TAX FILING INFORMATION SETUP SHEET

Company Name _____ Client Code _____

1st TAX-FILE Check Date _____

Processing Day _____ Withdraw Day (Next Day) _____

* Please indicate below the taxes you pay and how often you pay them *

Tax Payment Information

Federal: Semi-Wkly _____ Monthly _____

State 1: _____ Wkly _____ Semi-mthly _____ Mthly _____ Qtrly _____

State 2: _____ Wkly _____ Semi-mthly _____ Mthly _____ Qtrly _____

Local 1: _____ Wkly _____ Semi-mthly _____ Mthly _____ Qtrly _____

Local 2: _____ Wkly _____ Semi-mthly _____ Mthly _____ Qtrly _____

Local 3: _____ Wkly _____ Semi-mthly _____ Mthly _____ Qtrly _____

What is your Unemployment Rate: _____

Are you FUTA Exempt? Y N Are you SUTA Exempt? Y N

Have you had payroll prior to joining with Payroll Service Solutions? Y N

Bank Information For withdrawal of Tax Liabilities

Bank Name _____ Voided Check Number _____

Current Tax Year Filings

Prior 941's _____ Prior Unemp _____ Prior St W/H _____
Prior Local W/H _____ Prior Corresp _____ IRS Deposit Schedule _____

I, _____, Representing _____,
certify that this information is complete and correct.