

COMPANY SETUP

To set you up we need the following information - Fax or mail copies of the **bold** items below.

1) Company Name _____ dba _____ **Type of business (per IRS)**
 LLC tax as Corp Corp
 Partnership Sole Prop

2) Company Address _____

3) Phone _____ Fax _____ Cell _____

4) Email _____ Payroll Contact _____ How did we find COC? _____

FEDERAL info

5) **Federal ID:** _____ Name as registered with IRS if different than Company Name _____

6) **Deposit frequency:** Monthly Each payroll **EFT Deposit method:** Us COC

WA STATE info **Submit documentation for other states (if applicable) on a separate sheet**

7) **WA UBI:** _____

8) Copy of **Employment Security Rate Notice (SUTA)** OR Enter Account info below

Account # _____ UI Rate _____ EAF Rate _____

9) Copy of **Dept of Labor & Industries Rate Notice** OR Enter Account info below (this form accomodates 2 rates)

<u>Account #</u> _____	<u>Comp Rate</u> _____	<u>Deduct Rate</u> _____	<u>Class Code</u> _____	<u>Class Description</u> _____
<u>Experience Factor</u> _____	<u>Comp Rate</u> _____	<u>Deduct Rate</u> _____	<u>Class Code</u> _____	<u>Class Description</u> _____

10) **Deduct L&I from our employees?** Yes No

11) **Officer Info**

<u>Name & Title</u> _____	Taxable	<u>Name & Title</u> _____	Taxable	<u>Name & Title</u> _____	Taxable
	SUTA <input type="radio"/> Yes <input type="radio"/> No		SUTA <input type="radio"/> Yes <input type="radio"/> No		SUTA <input type="radio"/> Yes <input type="radio"/> No
Taxability	L&I <input type="radio"/> Yes <input type="radio"/> No		L&I <input type="radio"/> Yes <input type="radio"/> No		L&I <input type="radio"/> Yes <input type="radio"/> No

PAYROLL SETUP details

12) **Payroll Frequency:** Weekly-52 SemiMonthly-24 BiWeekly-26 Monthly-12

13) **Check Dates:** _____ **Weekend/Holiday Dates:** go forward go backward no change
Week day or Calendar dates

14) **Worked Dates:** _____
Beginning calendar dates (or week day for Wkly or B/W payrolls) Ending calendar dates (or week day for Wkly or B/W payrolls)

15) **Paycheck Method:** Direct Deposit (requires 2 days lag time) Our Checks COC Checks

16) Enclose a **Voided Check** on our payroll account (COC must be able to read the numbers & characters at the bottom of the check)

17) **Reporting Method:** Call Fax Email **Hours to COC** _____ **days prior to pay date**

18) **Paycheck Delivery Method:** **DD Vouchers:** Web Mailed to Homes Mailed to Office
Employee Checks: Pickup @ COC Mailed to Homes Mailed to Office

19) **Web Portal:** Yes No
Employee reports -provide emails Provide Names, Titles, & Emails for those receiving Employer reports (Admin/Owner/Bkpr/Cpa)

20) **Depts:** _____
List, if required -- otherwise the dept default name is the L&I class description

21) **Sick/Vac/PTO Accruals:** Yes No **If Yes, request an accrual plan setup for each (COC can track 3 types of plans)**

22) **Employee Info:** Provided on attached COC form(s) Computer printouts from prior processor

23) **Current year's Prior Payroll Info:** No prior payrolls for this year Prior payroll info attached

Checks on Call Inc
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 Website: www.ChecksOnCallinc.com

