

# 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 &amp; Title</u> _____	<b>Taxable</b>	<u>Name &amp; Title</u> _____	<b>Taxable</b>	<u>Name &amp; Title</u> _____	<b>Taxable</b>
	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
<b>Taxability</b>	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**  
**PO Box 168, Mukilteo WA 98275**

Phone: 425-742-4989  
 Fax: 425-743-2424

Email: Payroll@ChecksOnCallinc.com  
 Website: www.ChecksOnCallinc.com

