

New Client Setup Form

Client Name: _____
(True Name of Business, i.e. Corporation or proprietors name.)

DBA: _____
(Doing Business As)

Payroll Contact: _____
(First and Last Name)

Ownership: _____
(Corporation, Sole Proprietor, Partnership, etc.)

Pay Periods Per Year: _____
(Weekly (52), Semi-Monthly (24), Bi-Weekly (26), Monthly (12))

Federal EIN: _____

States(s) of Withholding: _____
(List state(s) in which withholding tax will be withheld)

Tax Address:

(This address is where you receive tax notices/mail)

Federal & State Tax Deposits

Would you like AccuChex to deposit all taxes electronically for you?

YES

NO

Do you deposit your taxes Monthly or Every Payroll? _____

Multiple Locations

Does your company have other locations under the same Federal ID? Please list:

Prior Pay

Has your company had payroll in this current year? Yes/No
IF so, we will need all prior pay. Please contact us.

Delivery:

Please list the method of delivery
Courier, Regular Mail, Priority Mail, FedEx, Hold

(Call for Charges)

Department Listing

Please list all departments you use. i.e.

10-General Employees, 20- Owners, etc.

State Withholding # _____

State Unemployment # _____

State Unemployment Base Rate: _____ %

State Unemployment Contingency Rate: _____ %

Phone Numbers

Main Number: _____

Fax Number: _____

Email Address: _____

****Please attach copy of cancelled or voided check****

Delivery Address:

Please list delivery address if different from Tax Address

Additional Services: Check boxes of additional services needed. Additional charges apply. Other charges could apply for services not listed but needed. Contact AccuChex for all charges.

*Electronic Tax Deposits: \$9.95 per pay period plus \$3 for additional states <input type="checkbox"/>	Calendar Setup: Payroll Start Date: ____/____/____
*Direct Deposit: \$7.95 per pay period plus 20¢ per transaction <input type="checkbox"/>	Payroll End Date: ____/____/____
Pre-signed checks: 5¢ per check. <input type="checkbox"/>	Check Date: ____/____/____
Security Sealed Checks: 10¢ per check <input type="checkbox"/>	
E-Verify: \$3 Per Employee <input type="checkbox"/>	**Note: Must have 48 hour notice for direct deposit, electronic taxes and delivery.
New Hire Reporting: \$1 per transaction <input type="checkbox"/>	No Courier on Friday.

We will also need all detailed information on your employees. We will need the Form I-9, the W-4 form, and a SC Terms of Employment. We can provide you with those forms or they can be found on our website:

<http://accuchex-payroll.com/new-hire-forms/>

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