

## **EMPLOYER INTAKE FORM**

<b>General Information</b>			
Business Name		Contact Name	
Business Address		Phone	
City State Zip		Fax	
,—————————————————————————————————————		Email	
Filing Name(if different)		Company Ty	ype
Filing Address(if different)		☐ LLP	<ul><li>□ C-Crop</li><li>□ LLC</li><li>□ Partnership</li><li>□ Sole Proprietor</li><li>□ Other</li></ul>
<b>Direct Deposit Information</b>		-	
Employer Bank Routing Number?			
Employer Bank Account Number?	SAMPLE A. SAMPI 123 ANY STREET ANYTOWN, USA 123 Pay to the Order of	345 D	265 Date
Principal Officer's Name?	Order of		Dollars
Principal's Social Security Number?	For		
Principal's Date Of Birth?  MM /DD /YYYY	ROUTING CHEC		
Federal law requires that we store and verify in laundering and the funding of terrorist activity. the bank account from which electronic payments	The principal office	cer is the perso	on who is the main contact for
Payroll Information			
·	•		
MM/DD/Y\			
No. of 1099 contractors to be paid through pay	roll		
Federal EIN			
State Employer Account Number		ed For	I Don't Know
State Unemployment Number		ed For	I Don't Know
State Unemployment Insurance Rate`		ed For	I Don't Know
Other state tax rates, if applicable	¬ Applik		1 Don Civilow

Payroll History		
Attach any historical payroll information from this calendar year for all active and terminated employees		
Have not run any payroll yet this year		
Beginning of Calendar Quarter Start.(If you will begin using our service at the start of the 2nd, 3rd or 4th calendar quarter (April 1, July 1, or October 1), please include the following items.)		
Year-to-date wages, taxes, and deductions for each employee		
Dates and amounts of all payroll tax payments made to date for current year tax liabilities		
Middle of Calendar Quarter Start.(If you will begin using our service in the middle of a calendar quarter, please include the following items.)		
Year-to-date wages, taxes, and deductions for each employee as of the most recent payroll		
Year-to-date wages, taxes, and deductions for each employee as of the end of the most recent calendar quarter (not applicable if you're starting in the middle of the first calendar quarte).		
Payroll register or other summary for each payroll date in the current quarter, including total amounts for each wage item, tax, and voluntary deduction on that date.		
Dates and amounts of all payroll tax payments made to date for current year tax liabilities		
Notes		