

PAYROLL START-UP CHECKLIST

Getting your payroll started with Cavazos Income Tax is easy. The initial step is to organize all the necessary information so we can enter into our payroll system.

Please note that we will need to have your company's basic information *before* you can access some of the forms noted below.

Here is a quick checklist to help you gather what we need:

Start-Up Item	Location
<input type="checkbox"/> Completed Employer Information Sheet	Attached
<input type="checkbox"/> Completed Employee Information Sheet	Attached
<input type="checkbox"/> Completed Contractor Information Sheet	Attached
<input type="checkbox"/> Authorization for Direct Deposit	<ol style="list-style-type: none"> 1. Log into your payroll account 2. Click on Taxes &Forms>Employee & Contractor Setup Forms 3. Print the Bank Verification Form for each employee or contractor to be paid via direct deposit
<input type="checkbox"/> Employer Setup Forms	<ol style="list-style-type: none"> 1. Log into your payroll account 2. Click on Taxes &Forms>Employer Setup Forms 3. Print the necessary federal and state forms
<input type="checkbox"/> Employee & Contractor Setup Forms	Cavazos Income Tax provides the necessary setup forms for each employee or contractor, once they have been added to the account. If you need blank forms beforehand, we have provided a few useful links below to help you get the forms directly from the government agency web sites.

USEFUL LINKS

Application for Employer Identification Number	http://www.irs.gov/pub/irs-pdf/fss4.pdf
Employee's Withholding Allowance Certificate (Form W-4)	http://www.irs.gov/pub/irs-pdf/fw4.pdf
Employment Eligibility Verification	http://uscis.gov/graphics/formsfee/forms/files/i-9.pdf

EMPLOYER INFORMATION SHEET

General Information

Business Name _____	Contact Name _____
Business Address _____	Phone _____
City, State, Zip _____	Fax _____
Filing Name (if different) _____	Email _____
Filing Address (if different) _____	
City, State, Zip _____	
Company Type <input type="radio"/> S-Corp <input type="radio"/> C-Corp <input type="radio"/> LLC <input type="radio"/> LLP <input type="radio"/> Partnership <input type="radio"/> Sole Proprietor <input type="radio"/> 501c3 <input type="radio"/> Other _____	

Payroll Information

No. of W-2 employees _____	Federal Deposit Schedule <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Weekly <input type="checkbox"/> Other _____
No. of 1099 contractors to be paid through payroll _____	
First Date To Run Payroll MM____/ DD____/ YY ____	State Deposit Schedule <i>Only applicable to states with income tax</i> <input type="checkbox"/> Same as federal <input type="checkbox"/> Other _____
Federal EIN _____ <input type="checkbox"/> Applied For	
State Employer Account No. _____ <input type="checkbox"/> Applied For	
State Unemployment No. _____ <input type="checkbox"/> Applied For	
State Unemployment Insurance Rate _____ % (if known)	
Other state tax rates, if applicable: _____ _____	

Attach any historical payroll information from this calendar year for all active and terminated employees

We have not run any payroll yet this year

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:

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

If you will begin using our service in the middle of a calendar quarter, please include:

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 quarter)*

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:

EMPLOYEE INFORMATION SHEET

Complete this form for each employee.

General Information

Employee Name _____	Birth Date MM____/DD____/YY____
Address _____	Hire Date MM____/DD____/YY____
City, State, Zip _____	Social Security No. _____
Email Address _____	Gender <input type="radio"/> Female <input type="radio"/> Male

Direct Deposit Information

Will this employee be paid by direct deposit?

Direct deposit Yes No If yes, attach completed Authorization of Direct Deposit form

Tax Information

Please attach or specify the following information for this employee:

- Attach completed federal Form W-4
- Attach completed state withholding form
Only applicable if state income tax and filing status/allowances are different from federal
- Specify any payroll taxes that this employee is exempt from, such as state unemployment, social security, or Medicare:

- Specify any local taxes that need to be withheld from this employee's paycheck: _____

Notes:

Pay Information

How often will this employee be paid?

Pay Frequency

- Every Week
 Every Other Week
 Twice a Month
 Every Month
 Other _____

Payday details

Date(s) or day(s) employees paid _____
(e.g. 1st and 15th of the month)

Period Covered _____
(e.g. Paycheck on the 1st covers the 16th to the end of the prior month)

Which types of pay does this employee receive?

- | | | |
|---|--|--|
| <input type="checkbox"/> Salary _____ per _____ | <input type="checkbox"/> Bonus | <input type="checkbox"/> Clergy Housing (Cash) |
| <input type="checkbox"/> Hourly _____ per hour | <input type="checkbox"/> Commission | <input type="checkbox"/> Clergy Housing (In-Kind) |
| <input type="checkbox"/> 2 nd hourly rate _____ per hour | <input type="checkbox"/> Double overtime | <input type="checkbox"/> Bereavement Pay |
| <input type="checkbox"/> Overtime Pay | <input type="checkbox"/> Allowance | <input type="checkbox"/> Group Term Life Insurance |
| <input type="checkbox"/> Sick Pay | <input type="checkbox"/> Reimbursement | <input type="checkbox"/> S-Corp Owners Health Ins. |
| <input type="checkbox"/> Vacation Pay | <input type="checkbox"/> Cash Tips | <input type="checkbox"/> Personal Use of Company Car |
| <input type="checkbox"/> Holiday Pay | <input type="checkbox"/> Paycheck Tips | <input type="checkbox"/> Other: |

Select the voluntary deductions that apply and enter the \$ or % amount to be deducted from each paycheck

Deduction	\$ Amount or % of Gross	Deduction	\$ Amount or % of Gross
<input type="checkbox"/> Pre-tax medical <input type="checkbox"/> Pre-tax vision <input type="checkbox"/> Pre-tax dental <input type="checkbox"/> Taxable medical <input type="checkbox"/> Taxable vision <input type="checkbox"/> Taxable dental <input type="checkbox"/> 401K <input type="checkbox"/> Simple 401K		<input type="checkbox"/> 403b <input type="checkbox"/> Simple IRA <input type="checkbox"/> SAR SEP <input type="checkbox"/> Medical expense FSA <input type="checkbox"/> Dependent care FSA <input type="checkbox"/> Loan Repayment <input type="checkbox"/> Cash Advance Repayment <input type="checkbox"/> Other _____	

Is this employee subject to wage garnishments, such as a federal tax or child support garnishment?
 Yes No If yes, attach copies of all garnishment orders

Sick and Vacation

If this employee earns paid time off, complete the section below; otherwise, leave blank.

Sick Pay	Vacation Pay
No. of Hours Earned Per Year _____	No. of Hours Earned Per Year _____
Max. hours accrued per year (if any) _____	Max. hours accrued per year (if any) _____
Current Balance _____	Current Balance _____
Hours are accrued: <input type="radio"/> As a lump sum at the beginning of year <input type="radio"/> Each pay period <input type="radio"/> Each hour worked	Hours are accrued: <input type="radio"/> As a lump sum at the beginning of year <input type="radio"/> Each pay period <input type="radio"/> Each hour worked

Notes:

CONTRACTOR INFORMATION SHEET

Complete this form for each 1099 contractor.

General Information

Contractor Type Individual Business

Contractor Name _____

Address _____

City, State, Zip _____

Email Address _____

Social Security No./
Employer Identification No. _____

Direct Deposit Information

Will this contractor be paid by direct deposit?

Direct deposit Yes No If yes, attach completed Authorization of Direct Deposit form.

Pay Information

Has this contractor already been paid this calendar year?

Yes No

If yes, enter the total compensation and/or reimbursement amounts that you have paid the contractor during the current year.

Compensation amount \$ _____

Reimbursement amount \$ _____

Notes

Direct Deposit Setup Request for Employer

New

Change

Note: You will need to manually Print and distribute checks to employees until you receive an email stating that set up of direct deposit is complete. This can take 2- 3 weeks.

Legal Name: _____

DBA (if different): _____

Federal Tax ID#: _____

Bank Account Information (include voided check on the bottom of this form):

Routing Number: _____ Account Number: _____

Principal Officer listed on the bank account: _____

Principal's Social Security #: _____ Principle's Date of Birth: _____

Important Information

To help the government fight the funding of terrorism and money laundering activities, Federal law requires us to obtain, verify, and record information that identifies the principal officer listed on an account used for Direct Deposit or electronic payments. Please check that the information is complete and accurate. Errors or omissions will delay your Electronic services enrollment. You will not be able to pay your employees by direct deposit or submit electronic tax payments until this information has been verified.

Signature: _____ Title: _____ Date: _____

