

Payroll Setup Checklist

Information You'll Need for Payroll Setup:

☐ Company location information:

- ☐ Your business mailing address
- ☐ Any additional work location addresses

☐ All of your tax ID numbers, including:

- ☐ Your federal employer identification number (EIN)
- ☐ Your state income tax ID number
- ☐ Your local tax ID numbers (if applicable)

New Employers: Please check out our [state specific help](#) on getting started.

☐ Your state unemployment (SUTA) account number and SUTA rate for your company

- Your state unemployment agency will send you a notice with your rate and account number.

☐ Information for Direct Deposit Application:

- ☐ A copy of your most recent commercial/business bank account statement. Unfortunately we can't accept a brokerage or personal bank account for the withdrawal of employee direct deposit.
- ☐ Bank login credentials: We can instantly verify the business bank account you want to use for direct deposit.
- ☐ Identity verification: Business owner's full name, SSN, address, DOB, and driver's license number

☐ The employee [W-4 form](#) (filled out by your employees), including:

- | | | |
|--------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Names | <input type="checkbox"/> Hire dates | <input type="checkbox"/> Social Security numbers |
| <input type="checkbox"/> DOBs | <input type="checkbox"/> Addresses | <input type="checkbox"/> Tax filing status |

☐ State specific employee withholding forms (where applicable; please check our [state specific help page](#).)

☐ The pay rate and pay frequency (weekly, biweekly, etc.) for all employees

☐ Details on current deductions & contributions for all employees

☐ All payroll registers for the current year, by pay date

☐ All employer taxes for the current year, by pay date

☐ Copies of all tax filings for the current year (i.e., 941, state & local tax returns, SUTA)

Payroll Setup Checklist Cont.

Full Service Payroll Customers: gather the following information in order for Patriot to handle your payroll tax collections, deposits, and filings.

☐ Your Tax Deposit Frequencies

- How often your federal, state, and local (if applicable) taxes are due (e.g., semi-weekly, monthly, quarterly, etc.) [What's my deposit frequency?](#)

☐ Your Banking Credentials and ID info for Tax Payments:

- ☐ Upload a copy of your most recent commercial/business bank account statement. Unfortunately we can't accept a brokerage or personal bank account for the withdrawal of payroll taxes.
- ☐ Bank login credentials: We can instantly verify the business bank account you want to use for paying your payroll taxes.
- ☐ Identity verification: business owner's full name, SSN, address, DOB, and driver's license number

☐ Tax Authorization Information—you will need to authorize us to handle your taxes:

- ☐ Federal Tax Authorization: The federal IRS Form 8655 will be pre-filled with your information, and you will electronically sign after we verify your personal identity. You also have the option to manually sign a hardcopy of the form and upload back to us, along with a copy of your government-issued ID (i.e., drivers license, state ID card, or passport).
- ☐ State Tax Authorization: Some states require third party authorization forms. You may see state-specific instructions for logging into your online state tax account that gives us permission to file state taxes on your behalf.

☐ The date to begin the Tax Filing Service

- Determine the exact date that you want us to start handling your taxes. Look in your records to confirm which taxes have already been collected, deposited, and filed, and which have not.