

CLIENT INFORMATION SHEET

LEGAL NAME OF BUSINESS \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

EMPLOYER IDENTIFICATION NUMBER \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

BUSINESS ACTIVITY \_\_\_\_\_

COUNTY & TOWNSHIP OF BUSINESS \_\_\_\_\_

TYPE OF ENTITY \_\_\_\_\_

FORMATION DATE \_\_\_\_\_

PAYROLL CONTACT PERSON \_\_\_\_\_

OWNER/OFFICER/MEMBER \_\_\_\_\_

TITLE \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

HAS THIS ENTITY HAD PAYROLL IN THE PAST?

YES

NO

DO YOU HAVE AN ACCOUNT ALREADY ESTABLISHED WITH:

INDIANA DEPARTMENT OF REVENUE?

YES

NO (\$50 Fee)

IF YES, WHAT IS THE ACCOUNT NUMBER? \_\_\_\_\_

INDIANA DEPARTMENT OF WORKFORCE DEVELOPMENT?

YES

NO (\$50 Fee)

IF YES, WHAT IS THE ACCOUNT NUMBER? \_\_\_\_\_

WHAT IS THE CURRENT YEARS RATE? \_\_\_\_\_

ARE YOU A SEMI-WEEKLY FILER WITH THE IRS:

YES

NO

FORM OF PAYMENT TO EMPLOYEES?

\_\_\_\_\_ Direct Deposit \_\_\_\_\_ PayCard (Debit Card) \_\_\_\_\_ Paper Check (\$4.00 each)

WHAT IS THE FREQUENCY OF PAYROLL? WEEKLY BI-WEEKLY SEMI-MONTHLY MONTHLY

DATE OF FIRST PAYROLL? \_\_\_\_\_

DAY OF THE WEEK ON CHECKS? \_\_\_\_\_

PAYROLL PERIOD? \_\_\_\_\_

EMPLOYEE CHECK STUBS AND ALL PAYROLL REPORTS WILL BE AVAILABLE THROUGH YOUR PORTAL.

WOULD YOU LIKE TO HAVE THE BENEFIT OF WEB EMPLOYEE?

YES

NO

HOW DID YOU HEAR ABOUT THE PAYROLL DEPARTMENT, INC. \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_