

Client Checklist - Fourth Quarter Start.

Employee Data Required

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> *First name | <input type="checkbox"/> Birthday | <input type="checkbox"/> Worksite |
| <input type="checkbox"/> *Last Name | <input type="checkbox"/> Street Address/ City /State | <input type="checkbox"/> Pay Schedule |
| <input type="checkbox"/> *Social Security Number | <input type="checkbox"/> /Zip | <input type="checkbox"/> Hire Date |

Payroll Tax Information

- State withholding account number
- Unemployment account number
- SUI rate FUTA/SUTA exemptions?

Deductions (if applicable)

- Name of deduction
- Type of deduction, ie 401k, Medical, HSA
- Pre or Post-Tax?
- Any Child Support or garnishment Information

PTO Accrual Policies (if applicable)

- Type, ie Vacation, Sick, PTO
- Accrual type ie per pay period, per year/ann date, per hour
- Accrual amount Max accrual amount
- Do the accrual hours expire?

Prior Wage/Payroll Data

| | | | | | | | | | | |
|---|--|---|----------------------------------|------------------------------------|--|--------------------------------|---|-----------------------------------|------------------------------------|--|
| <p>Quarter 1 Payroll Summary</p> | <p><input type="checkbox"/> All payrolls processed with check dates of Jan 1-Mar 31 These Reports should include the following details for the <u>Quarter</u>:</p> <table border="0"> <tr> <td><input type="checkbox"/> Totals for gross wages</td> <td><input type="checkbox"/> Federal</td> <td><input type="checkbox"/> FUTA/SUTA</td> </tr> <tr> <td><input type="checkbox"/> Social security</td> <td><input type="checkbox"/> State</td> <td><input type="checkbox"/> Any deductions</td> </tr> <tr> <td><input type="checkbox"/> Medicare</td> <td><input type="checkbox"/> Net wages</td> <td></td> </tr> </table> | <input type="checkbox"/> Totals for gross wages | <input type="checkbox"/> Federal | <input type="checkbox"/> FUTA/SUTA | <input type="checkbox"/> Social security | <input type="checkbox"/> State | <input type="checkbox"/> Any deductions | <input type="checkbox"/> Medicare | <input type="checkbox"/> Net wages | |
| <input type="checkbox"/> Totals for gross wages | <input type="checkbox"/> Federal | <input type="checkbox"/> FUTA/SUTA | | | | | | | | |
| <input type="checkbox"/> Social security | <input type="checkbox"/> State | <input type="checkbox"/> Any deductions | | | | | | | | |
| <input type="checkbox"/> Medicare | <input type="checkbox"/> Net wages | | | | | | | | | |
| <p>Quarter 2 Payroll Summary</p> | <p><input type="checkbox"/> All payrolls processed with check dates of Apr 1-Jun 30 These Reports should include the following details for the <u>Quarter</u>:</p> <table border="0"> <tr> <td><input type="checkbox"/> Totals for gross wages</td> <td><input type="checkbox"/> Federal</td> <td><input type="checkbox"/> FUTA/SUTA</td> </tr> <tr> <td><input type="checkbox"/> Social security</td> <td><input type="checkbox"/> State</td> <td><input type="checkbox"/> Any deductions</td> </tr> <tr> <td><input type="checkbox"/> Medicare</td> <td><input type="checkbox"/> Net wages</td> <td></td> </tr> </table> | <input type="checkbox"/> Totals for gross wages | <input type="checkbox"/> Federal | <input type="checkbox"/> FUTA/SUTA | <input type="checkbox"/> Social security | <input type="checkbox"/> State | <input type="checkbox"/> Any deductions | <input type="checkbox"/> Medicare | <input type="checkbox"/> Net wages | |
| <input type="checkbox"/> Totals for gross wages | <input type="checkbox"/> Federal | <input type="checkbox"/> FUTA/SUTA | | | | | | | | |
| <input type="checkbox"/> Social security | <input type="checkbox"/> State | <input type="checkbox"/> Any deductions | | | | | | | | |
| <input type="checkbox"/> Medicare | <input type="checkbox"/> Net wages | | | | | | | | | |
| <p>Quarter 3 Payroll Summary</p> | <p><input type="checkbox"/> All payrolls processed with check dates of July 1-Sept 30 These Reports should include the following details for the <u>Quarter</u>:</p> <table border="0"> <tr> <td><input type="checkbox"/> Totals for gross wages</td> <td><input type="checkbox"/> Federal</td> <td><input type="checkbox"/> FUTA/SUTA</td> </tr> <tr> <td><input type="checkbox"/> Social security</td> <td><input type="checkbox"/> State</td> <td><input type="checkbox"/> Any deductions</td> </tr> <tr> <td><input type="checkbox"/> Medicare</td> <td><input type="checkbox"/> Net wages</td> <td></td> </tr> </table> | <input type="checkbox"/> Totals for gross wages | <input type="checkbox"/> Federal | <input type="checkbox"/> FUTA/SUTA | <input type="checkbox"/> Social security | <input type="checkbox"/> State | <input type="checkbox"/> Any deductions | <input type="checkbox"/> Medicare | <input type="checkbox"/> Net wages | |
| <input type="checkbox"/> Totals for gross wages | <input type="checkbox"/> Federal | <input type="checkbox"/> FUTA/SUTA | | | | | | | | |
| <input type="checkbox"/> Social security | <input type="checkbox"/> State | <input type="checkbox"/> Any deductions | | | | | | | | |
| <input type="checkbox"/> Medicare | <input type="checkbox"/> Net wages | | | | | | | | | |
| <p>Quarter 4 Payroll Data</p> | <p><input type="checkbox"/> Payroll reports for EACH payroll processed thus far starting with check date October 1 and any payrolls afterward. These Reports should include the following details for <u>Each Payrun</u>:</p> <table border="0"> <tr> <td><input type="checkbox"/> Totals for gross wages</td> <td><input type="checkbox"/> Federal</td> <td><input type="checkbox"/> FUTA/SUTA</td> </tr> <tr> <td><input type="checkbox"/> Social security</td> <td><input type="checkbox"/> State</td> <td><input type="checkbox"/> Any deductions</td> </tr> <tr> <td><input type="checkbox"/> Medicare</td> <td><input type="checkbox"/> Net wages</td> <td></td> </tr> </table> | <input type="checkbox"/> Totals for gross wages | <input type="checkbox"/> Federal | <input type="checkbox"/> FUTA/SUTA | <input type="checkbox"/> Social security | <input type="checkbox"/> State | <input type="checkbox"/> Any deductions | <input type="checkbox"/> Medicare | <input type="checkbox"/> Net wages | |
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| <input type="checkbox"/> Social security | <input type="checkbox"/> State | <input type="checkbox"/> Any deductions | | | | | | | | |
| <input type="checkbox"/> Medicare | <input type="checkbox"/> Net wages | | | | | | | | | |