

Perfect Time

Payroll Service

1829 Jutland Drive.
Harvey, LA 70058

Office 348-1816
Fax 348-2195

NEW CLIENT CHECK LIST

Please provide the following information:

COMPANY NAME _____

ADDRESS _____

PHONE NO. _____ FAX NO. _____

FEDERAL I.D.# _____

STATE WITHHOLDING I.D.# _____

STATE UNEMPLOYMENT I.D.# _____ RATE _____

COMPLETED EMPLOYEE INFORMATION SHEETS, INCLUDING TERMINATED EMPLOYEES FOR CURRENT YEAR. -(W-4'S)

RECAP OF EMPLOYEE YTD AND QTD WAGE INFORMATION.

COPIES OF ACTUAL PAYROLL RECORDS.

COPIES OF ALL QUARTERLY TAX RETURNS; 941'S, STATE WITHHOLDING, STATE UNEMPLOYMENT AND SPECIAL DEBT ASSESMENT REPORTS.

VOIDED PAYROLL CHECK.

941 LIABILITIES AND DEPOSITS FOR CURRENT QUARTER.

STATE LIABILITY AND DEPOSIT FOR CURRENT QUARTER.

FEDERAL UNEMPLOYMENT TAX LIABILITY AND DEPOSITS FOR PREVIOUS QUARTERS.

ACCOUNTANTS NAME, FIRM AND PHONE NO. _____

OWNER OR PRESIDENT'S NAME _____

PERFECT TIME'S main interest is giving you the best payroll service possible. With this in mind, we appreciate you providing us with the above information to ensure your payroll will be as accurate as possible.