

Documents Checklist

Clients are to be submitted necessary documents for initial payroll setup.

Client hereby agrees to provide the following documents mandated by the Payroll Service Agency.

- _____ Authorizations documents sent by Payroll Service Agency
- _____ Service Contract sent by Payroll Agency
- _____ Client's bank account information
- _____ Compile payroll records since beginning of the year
- _____ Signed I-9 and W-4 forms for every employee
- _____ Employee's bank account information if client prefers to use Direct Deposit
- _____ State and Local ID's for client's province for all authority