PaySmart, LLC

Phone: 888.972.9762 * Fax: 888.583.3110 * Email: info@paysmartpayroll.com
Fax/Email Completed Form or Call if You Need Assistance.

New Payroll Client Set-Up

Complete and e-mail or print

Co Name/DBA:_____ | Payroll Choice: ☐ Basic Payroll ☐ Plus Payroll

Address:_____
address city state zip

Contact 1

Name:_____
Phone:_____
Email:_____
Fax:_____
Cell:_____

Contact 2

Name:_____
Phone:_____
Email:_____
Fax:_____
Cell:_____

Current Payroll Method: ☐ In-house ☐ New Biz ☐ Outsource:_____ | Employee Count:_____

PAYROLL TAX

Fed Tax ID:_____ | Federal Tax Deposit Frequency: ☐ Monthly ☐ Semi-Weekly

State Tax ID:_____ | Deposit Frequency:_____

SUI/SUTA Tax ID:_____ | SUI/SUTA Tax Rate: _____

Do You Have Year to Date Tax Info: ☐ Yes ☐ No | Do You Want PaySmart to Collect & Pay Taxes: ☐ Yes ☐ No

PAYROLL PROCESSING

Pay Frequency: ☐ Weekly ☐ Bi-Weekly ☐ Semi-Monthly ☐ Monthly | Payroll Check Date:_____
day of week/month

Pay Period: Start Date:_____ | End Date:_____ | First Pay Date:_____
day of week/month day of week/month actual date

Reporting Time/Hours: ☐ Phone ☐ Email ☐ Fax ☐ Remote Entry Other:_____

Payroll Delivery: ☐ Direct Deposit/Email ☐ Mail ☐ Fed Ex (at cost) ☐ P/U ☐ Other:_____

PAYROLL DETAILS

List Any Special Earning Type Information Below			List Any Special Deduction Type Information Below		
_____	☐ Pre Tax	☐ After Tax	_____	☐ Pre Tax	☐ After Tax
_____	☐ Pre Tax	☐ After Tax	_____	☐ Pre Tax	☐ After Tax
_____	☐ Pre Tax	☐ After Tax	_____	☐ Pre Tax	☐ After Tax

Additional Info Below: Divisions/Branches | Time Off Accrual | Additional Services Desired | Special Instructions | Notes

_____

_____

How Did You Hear About PaySmart?:_____

- **Thank You**. We Appreciate Your Business.

Email Form to PaySmart