

Payroll Setup Checklist

Gather the items below before your first appointment. Most information is collected through the **New Client Form** and **Employee Worksheet**.

COMPANY IDENTITY

- ☐ **Legal name, DBA, and all worksite location addresses**
Include every physical address where employees report to work.
- ☐ **Driver's license and SSN of authorized contact (required)**
Owner or manager authorized to act on the company's behalf.

TAX IDS

- ☐ **Federal EIN, state withholding ID, and local tax IDs**
Local IDs required only where applicable.
- ☐ **SUTA account number and current SUTA rate**
Rate determination may arrive by separate letter from your state agency.

BANKING

- ☐ **Commercial / business bank account statement (required)**
Personal accounts cannot be used for direct deposit withdrawals.
- ☐ **Voided check**
Used for direct deposit withdrawals, tax payments, and service fees.

NEW PAYROLL TAX ACCOUNT SETUP

Required if Sedgwick Business Solutions is setting up payroll tax accounts on your behalf.

- ☐ **PA Dept of State letter showing the Entity Number**

EMPLOYEE INFORMATION

- ☐ **Completed W-4 forms for all employees**
Covers name, address, SSN, filing status, deductions & contributions.
- ☐ **Pay rate and frequency for every employee**
Weekly, biweekly, semimonthly, or monthly — specify per employee.

CURRENT-YEAR PAYROLL RECORDS

- ☐ **All payroll registers for the current year, by pay date**
- ☐ **All employer taxes paid for the current year, by pay date**
- ☐ **Copies of all tax filings for the current year**
Includes federal Form 941, state & SUTA, and local tax returns.

PAY STRUCTURE & ACCOUNTING

- ☐ **Last payroll report or current pay structure summary**
Shows all pay types (hourly, salary, bonuses, commissions), deductions, and contributions.
- ☐ **Chart of accounts for GL entry**
Fully automated if you use QuickBooks Online or Desktop — ask us for details.

Filling out the **New Client Form** and **Employee Worksheet** will capture most of the information above. Reach out with any questions before your setup appointment.