# COMPANY SET-UP INFORMATION

## The following data is needed:

The best source material for the information necessary to program your company and employee data into our system are the reports from your previous payroll service or from the reports generated by your in-house payroll system. Example: Last Quarterly and/or Annual Payroll Tax Return. If starting payroll at any time other than January 1st you will need to provide all info listed under **Company Information** below and may be asked for additional info.

**Federal**

1. Proof of legal name and Federal Tax ID# (FEIN): Anything ***from*** the IRS

**State**

1. Proof of State Tax ID#: Anything ***from*** the EDD
2. SUI and ETT rates

**Banking**

1. Please **VOID** a business-sized check from the payroll bank account
2. If this is a new account and you do not yet have checks, please have your bank issue a MICR (pronounced “mykur”) form/Spec-Sheet for your new account

**Basic Employee Information for Active and Terminated Employees**

1. Employee Master Form for each employee including terminated employees for current year
(Always remember to keep your personnel files updated with a W-4 and I-9 for each employee)

**Additional Employee Information (if applicable) for Active Employees:**

1. Direct Deposit Form for each employee
2. Platinum Pay Card Enrollment Form for each employee

**Company Information:**

1. Department List or Labor List
2. Time-Off Accrual Plan Information
3. Workers’ Compensation Codes and Rates
4. Quarter-To-Date and Year-To-Date wages, deductions and tax totals for the company
5. Quarterly Returns from prior quarters
6. (Mid-Quarter starts only) Check Journals/Registers per payroll, summary page only

**Please submit all documents and information to:**

Paytech Payroll Systems, Inc.
7065 North Maple Avenue, Suite 101 Fresno, California 93720
Phone: (559) 299-9180  Fax: (559) 299-9181