BakerStarrett LLP
accountants • advisors

Payroll Client Setup Form

Payroll Client Setup

Completed by:		Date:	
Primary Processor:			
☐ New Payroll ☐ Existing Payroll			

Business Information

Instructions: Complete the payroll information as it relates to your business			
Client ID:		Federal ID #:	
Client Name:			
Payroll Name:			
DBA Name:			

Locations

Instructions: List the locations where the business has operating locations.	
Primary Location	
Address:	
City, State, Zip	
Additional Location #1	
Location Name	
Address:	
City, State, Zip	
Additional Location #2	
Location Name	
Address:	
City, State, Zip	

Pay Items

Instructions: Indicate the pay and deduction items that are applicable to employees that receive a payroll check.					
Pay Items *Examples: Hourly, Salary, Employee Reimbursement, etc.*					
Pay Item #1		Pay Item #2		Pay Item #3	
Pay Item #4		Pay Item #5		Pay Item #6	
Deduction Items					
☐ 401K	☐ 401K Roth IRA	☐ Simple IRA	☐ Simple Roth IRA	☐ Health	☐ HSA
☐ HSA- Employee		☐ Cafeteria Plan	☐ Garnishments (please specify)		
Other: Please specify:					

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Pre Tax Items *Examples: AFLAC-Pre-tax, Health Insurance- Pre-tax*					
☐ Yes	☐ No				
Item #1		Item #2		Item #3	
Other Deductions *Examples: Meal Deduction, Uniform Deduction*					
☐ Yes	☐ No				
Item #1		Item #2		Item #3	
☐ Documentation has been provided to Advisor (case orders for garnishments, retirement plans, etc.)					
Additional Information:					

Payroll Information

Instructions: Complete the following payroll details as it relates to your business.			
Accrual Tracking	☐ Vacation ☐ PTO ☐ Sick		
☐ Accrual information/ documentation provided to firm			
Pay Frequency			
☐ Weekly	☐ Bi-weekly	☐ Semi-monthly	☐ Monthly
How to handle if paycheck date falls on non-business day/holiday			
☐ Use next business day	☐ Use previous business day	☐ Use closest business day	
Payroll Schedule Name:			
Next Check Date			
Period Begin Date		Period End Date	
Enable Employee Self Service: ☐ Yes ☐ No			
Payroll Bank Account			
Bank Name:			
Routing Number:		Account Number:	
Payroll bank account pays payroll taxes	☐ Yes ☐ No		
Tax Bank Account (if payroll taxes are paid from a different bank account than what is indicated above)			
Bank Name:			
Routing Number:		Account Number:	
Additional Notes:			

Payroll Taxes

Payroll Client Setup Form

Instructions: Complete the following federal, state (and local if applicable) payroll details as it relates to your business. Important! If there is information that you are unsure of, leave blank to discuss with Advisor.				
Federal				
Employer Type:	☐ Form 941	☐ Form 943	☐ Household	
Deposit Schedule:	☐ Monthly	☐ Semi-weekly		
EFTPS:	Pin:		Password:	
941 Payments made by Intercept with payroll:		☐ Yes ☐ No		
940 Payments made by Intercept with payroll :		☐ Yes ☐ No		
State				
State (2 letter code):				
Withholding ID:				
Deposit Schedule	☐ Early Filer ☐ Monthly ☐ Quarterly ☐ Annual			
State withholding payments made by Intercept with payroll:	☐ Yes ☐ No			
Additional notes:				
State Unemployment ID:				
UI Base Rate:				
☐ Setup on DWD	Username:		Password:	
Electronic Filing				
Form 8655 on File: ☐ Yes ☐ No	Business Name Control			
☐ INTax Setup				
Local				
☐ Yes ☐ No				
Additional Information				

Optional Services

Instructions: Indicate any additional payroll services that Advisor will be providing to your company.	
☐ Iowa New Hire report	Additional Information:
☐ Retirement Plan Remittance Checks	Additional Information:
☐ Garnishment Remittance Checks	Additional Information:
☐ Accruable Benefits Report:	☐ Vacation ☐ PTO ☐ Sick
☐ Other:	