

# COMPANY ENTRY FORM

Co. # \_\_\_\_\_

**Company Information:****Pay Frequency:**

Co. Name: \_\_\_\_\_

Weekly: \_\_\_\_\_ BiWeekly: \_\_\_\_\_

DBA: \_\_\_\_\_

Semi-Monthly: \_\_\_\_\_ Monthly: \_\_\_\_\_

Address: \_\_\_\_\_

**Calendar:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**First Check Date:** \_\_\_\_\_

Contact #1 \_\_\_\_\_

Begin Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

End Date: \_\_\_\_\_

Email: \_\_\_\_\_

**Second Check Date:** \_\_\_\_\_

Contact #2 \_\_\_\_\_

Begin Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

End Date: \_\_\_\_\_

Email: \_\_\_\_\_

**Company Tax Information**

Fed Tax ID (EIN): \_\_\_\_\_

Does Company have YTD? Yes or No

Frequency: \_\_\_\_\_

EDP to collect and pay taxes? Yes or No

State Tax ID: \_\_\_\_\_

Fed/FICA: \_\_\_\_\_

Frequency: \_\_\_\_\_

State: \_\_\_\_\_

SUI/SUTA Tax ID: \_\_\_\_\_

FUTA: \_\_\_\_\_

SUI/SUTA Rate: \_\_\_\_\_

SUI/SUTA: \_\_\_\_\_

**Payroll Submission/Delivery Information****Payroll to EDP By:**

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Esheet: \_\_\_\_\_ Drop Off: \_\_\_\_\_ Remote: \_\_\_\_\_ Other: \_\_\_\_\_

**Delivery:**

P/U: \_\_\_\_\_ Mail: \_\_\_\_\_ UPS: \_\_\_\_\_ Courier: \_\_\_\_\_ Other: \_\_\_\_\_

Industry: \_\_\_\_\_

**COMPANY ENTRY FORM**  
(Page 2)

**Earning Information**

\_\_\_\_\_ Pretax or After Tax

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**Deductions**

\_\_\_\_\_ Pretax or After Tax

\_\_\_\_\_ Pretax or After Tax

\_\_\_\_\_ Pretax or After Tax

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\_\_\_\_\_ Pretax or After Tax

**Division/Branch/Dept./Team**

**Time Off Accrual**

Divisions: \_\_\_\_\_

Type: \_\_\_\_\_

Branches: \_\_\_\_\_

Type: \_\_\_\_\_

Dept.'s: \_\_\_\_\_

Type: \_\_\_\_\_

Teams: \_\_\_\_\_

**(Please Attach a copy of your Time Off Accrual Policy)**

**Additional Services**

Swipeclock (electronic time clock) \_\_\_\_\_

PayCard (debit card) \_\_\_\_\_

ESS (employee self services) \_\_\_\_\_

Work Comp (pay as you go) \_\_\_\_\_

Human Resource Module \_\_\_\_\_

Remote (in office payroll software) \_\_\_\_\_

HR Sentry (compliance webiste) \_\_\_\_\_

**Additional Notes**

Co Structure: Sole LLC C Corp S Corp Other

EDP File New Hire Report Y N

How did you hear of Columbia EDP?