

Items Required to Complete Payroll Setup

▼ Check each completed piece.

- Payroll Service Agreement** filled out completely with **Client Name, Authorized Signature, Personal Signature** and **Social Security Number** recorded.
- Employee Input Forms** completed in full per Employee, active and inactive for the current year.
- Company Entry Form** completed in full per company being serviced. Phone numbers submitted must be direct numbers per Contact.
- Completed **Authorization for Prearranged Payments Form** with copy of or **voided check** to verify banking information.
- Quarter-to-date and Year-To-Date Earnings/ Deductions/ Taxes/ Net**
 - Per Employee, active and inactive for the current year.
 - OASDI, Medicare, federal withholding and any other earnings, deductions and/or adjustments.
 - Note each deduction pre-tax or after-tax.
 - Separate all above information by 1st, 2nd, 3rd and 4th quarter.
- Copy of current year's **Quarterly Returns** (941 Federal Form and State Unemployment Returns).
- Description and schedule of tax payments along with any taxes that may be withheld but not paid.
- Form 8821, Form 8865** and **MO-2827** completed in full to allow Columbia EDP Center to fulfill your Federal and State tax deposits and ask any tax-related question on your behalf. If you have Employees outside of Missouri, Columbia EDP Center will notify you if another state's Power of Attorney is necessary.
- Documentation proving **Tax Exempt Status** (if not-for-profit).
- Federal Tax ID Number** (EIN) and coupon book – Form SS-4 to apply electronically through Columbia EDP Center.
- State Withholding Number** and coupon book for all states you have Employees, along with Deposit Frequency – Form 2643 to apply electronically through Columbia EDP Center.
- State Unemployment Number** (SUI/SUTA) for all states you have Employees and current year contribution rates per state – Form 2699 to apply electronically through Columbia EDP Center.

Optional Items That Can Be Implemented

▼ Check each completed piece that applies to your payroll setup.

- Sick/vacation/time off accrual** policy or schedule of rules and regulations – with Employee balances.
- Direct Deposit/PayCard Authorization Forms** filled out, signed and dated by each Employee wanting the service. Each applicant will also attach a legible copy of or **voided check**.
- Original form or copy of each **garnishment**.
 - Court order, voluntary garnishment, child support order, student loan order, IRS levy, bankruptcy, etc. Each garnishment must have current Employer information recorded on the document. Each submission must include case number, target amount, and where funds are mailed.
 - If your Employee has a garnishment and is Head of Household, you must submit a **Statement of Exemption, Head of Household Form** filled out and notarized.
 - If you submit an original garnishment document or notarized document involving garnishment to Columbia EDP Center, you as the Employer are required to keep a copy for your record.

Submit a copy of this up-to-date Payroll Conversion Checklist each time you submit payroll start-up information to Columbia EDP Center.