



Payroll Checklist for: \_\_\_\_\_

### Items Required to Complete Payroll Setup

Check each completed item:

- Company Entry Form** – Completed in full per company being serviced. Phone numbers submitted must be direct numbers per contact.
- Authorization Agreement for Pre-Arranged Payment for Payroll Charges** – Completed with voided check (or copy of voided check) for purpose of verifying bank information.
- Payroll Services Agreement** – Completed with Client Name, Authorized Signature, Personal Signature and Social Security Number recorded.
- NACHA IAT Compliance Statement** – Completed NACHA Statement with answers to each question, signed and dated by Owner/Principal)
- IRS Form 8655 and Missouri Department of Revenue Form 2827** - Completed in full to allow Columbia EDP Center to fulfill your Federal and State taxes deposits and ask any tax related questions on your behalf. If you have Employees outside the state of Missouri, Columbia EDP will notify you if a Power of Attorney is required for those states.
- 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 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> quarters.
- Copy of current years Quarterly Returns** (941 Federal Form and State Unemployment Returns).
- Description and schedule of tax payments along with any taxed that may be withheld but not paid.
- 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 – Missouri 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 – Missouri Form 2699 to apply electronically through Columbia EDP Center.
- Employee Input Form** – Completed in full per employee, active and inactive for the current year.

### Optional Items That Can Be Implemented

- Sick/Vacation/Time Off Accrual** – Attach your policy or schedule of rule and regulations – with employee balances.
- Direct Deposit/PayCard Authorization Forms** – Completed, signed and dated by each employee wanted this service. For direct deposit each employee must attach a voided check or legible copy of a voided check.
- Garnishments** – Original form or copy of each garnishment must be submitted.
  - 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 to be submitted.
  - If your employee has a garnishment and is considered Head of Household, **you must submit a Statement of Exemption, Head of Household Form**, completed and notarized.
  - If you submit original garnishment documents or notarized documents involving garnishments to Columbia EDP Center, you as the employer are required to keep a copy for your records.