Client Start-up Checklist

Adding clients to Intuit Online Payroll for Accounting Professionals is easy! Just gather some basic client information listed in step 1, set up your client's payroll account as explained in steps 2 and 3, and then go back to your client (step 4) to secure their signature on the necessary enrollment forms that you send back to us.

1. **Gather the general client information** found on the forms that follow:
   - ☐ Employer Information
   - ☐ Employee Information
   - ☐ Contractor Information
   - ☐ Direct Deposit Authorization form (if applicable)

2. **Enter your client's payroll information** to set up their payroll account. To start the process, simply go to your **Client List** and click the **Add Client** link.

3. **Enroll in electronic services** if you want to provide electronic filing and payment or direct deposit for your clients. We'll create customized electronic services enrollment forms (such as Form 8655) after you've entered the general client data above.

   To enroll your client in electronic services:
   1. Log into the client's account.
   2. Click **Setup** > **Electronic Services**.
   3. Select the electronic services you want for this client.
   4. Print the customized authorization form for client to sign.

4. **Print the electronic services enrollment forms and have your client's primary principal sign them**. Send these forms back to us and we'll get to work on the enrollment process.

IMPORTANT: If your client hasn't registered for their federal or state employer identification numbers or if your client's employees haven't filled out W-4s, you can easily find these forms within Intuit Online Payroll for Accounting Professionals. These forms are only available after you have completed the steps above.

To access these forms:

1. Log into the client's account
2. Click **Taxes & Forms** > **Employer Setup** or click **Employee & Contractor Setup Forms**

TIP: To save time, you can provide the federal and state forms to your client before starting the setup and enrollment process using the links below.

Application for Employer Identification Number (SS4)	http://www.irs.gov/pub/irs-pdf/fss4.pdf
Employee's Withholding Allowance Certificate (Form W-4)	http://www.irs.gov/pub/irs-pdf/fw4.pdf
Employment Eligibility Verification (I-9)	http://uscis.gov/graphics/formsfee/forms/files/i-9.pdf
State Specific Forms	https://onlinepayroll.intuit.com/sp/support/resources.jsp

EMPLOYER INFORMATION SHEET

General

Business Name: ___________________________________

Business Address: _________________________________

City, State, Zip: ___________________________________

Filing Name (if different): ____________________________

Filing Address (if different): __________________________

City, State, Zip: __________________________________

Contact Name: ___________________

Phone: _________________________

Fax: ___________________________

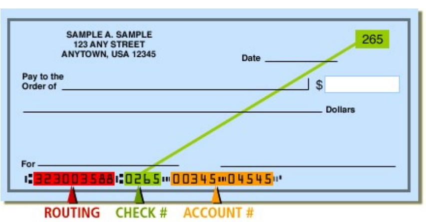
Email: __________________________

Company Type: ❍ S-Corp ❍ C-Corp ❍ LLC ❍ LLP ❍ Partnership ❍ Sole Proprietor ❍ 501c3 ❍ Other ______________

Direct Deposit

Employer Bank Routing Number: ____

Employer Bank Account Number: ____



Principal Officer's Name: _____________________________________

Principal's Social Security Number: _____________________________

Principal's Date Of Birth: _____________________________________

Federal law requires that we store and verify information about the principal officer to help prevent money laundering and the funding of terrorist activity. The principal officer is the person who is the main contact for the bank account from which electronic payments (including direct deposit) are made.

Payroll

No. of W-2 employees _____

No. of 1099 contractors to be paid through payroll _____

First Date To Run Payroll MM____/ DD____/ YY _____

Federal EIN ____________________________ ❑ Applied For

State Employer Account No. ______________ ❑ Applied For

State Unemployment No. __________________ ❑ Applied For

State Unemployment Insurance Rate ________% (if known)

Other state tax rates, if applicable:

____

____

Federal Deposit Schedule

☐ Monthly
☐ Semi-Weekly
☐ Other______________

State Deposit Schedule
Only applicable to states with income tax

☐ Same as federal
☐ Other______________

Payroll History

Attach any historical payroll information from this calendar year for all active <u>and terminated</u> employees

- ☐ Have not run any payroll yet this year

Beginning of Calendar Quarter Start. If you will begin using our service at the start of the 2^{nd}, 3^{rd} or 4^{th} calendar quarter (April 1, July 1, or October 1), please include the following items.

- ☐ Year-to-date wages, taxes, and deductions for each employee
- ☐ Dates and amounts of all payroll tax payments made to date for current year tax liabilities

Middle of Calendar Quarter Start. If you will begin using our service in the middle of a calendar quarter, please include the following items.

- ☐ Year-to-date wages, taxes, and deductions for each employee as of the most recent payroll
- ☐ Year-to-date wages, taxes, and deductions for each employee as of the end of the most recent calendar quarter *(not applicable if you're starting in the middle of the first calendar quarter)*
- ☐ Payroll register or other summary for <u>each</u> payroll date in the current quarter, including total amounts for each wage item, tax, and voluntary deduction on that date.
- ☐ Dates and amounts of all payroll tax payments made to date for current year tax liabilities

Notes