

CPS Complete Payroll Solutions

TODAY'S DATE: _____

PLEASE RETURN BY: _____

COMPANY: _____

CPS RELATIONSHIP MANAGER: _____ PHONE _____

EMAIL _____ FAX _____

CLIENT INFORMATION:

1. Voided Check
2. Verification of Federal ID# (IRS document or SS-4)
3. Verification of Legal Name and Address (IRS document or SS-4)
4. Federal Deposit Frequency: Semi-Weekly or Monthly (proof required for monthly depositor)
Note: Above 3 items may be same or separate documents.
5. Verification of State ID #(s) - (any preprinted state correspondence or original filing)
6. State(s) Deposit Frequency Note: May be same or separate document as above.
7. State(s) unemployment # and rate (any preprinted correspondence or original filing)
8. CPS Power of Attorney forms (see specified states at <http://www.completepayrollsolutions.com/forms/>)
9. Local/City tax rates and #s (if applicable)
10. If Mass. company: a) MA Health Insurance (MHI) or date of 1st payroll, b) MA Dept. of Revenue (DOR) pin/password

EMPLOYEE INFORMATION

11. Employee: names, addresses, social security numbers, marital status and allowances (active and terminated employees in current year)
12. Rate of pay or salary per pay period
13. Recurring voluntary deductions (insurances, 401K, garnishments, etc.)
14. Employee's signed direct deposit agreements (if applicable)
15. If Connecticut company: – CT W4 status for each employee

YEAR-TO-DATE/CURRENT QUARTER TOTALS

16. Year-To-Date (YTD) COMPANY totals - gross pay, federal w/h, state w/h, social security, medicare, city/local, and voluntary deductions that impact taxes (401K, S125, etc.)
17. Year-To-Date (YTD) and Quarter-To-Date (QTD) EMPLOYEE totals on ACTIVE & TERMINATED employees in current year: gross pay, federal w/h state w/h, social security, medicare, city/local and voluntary deductions that impact taxes (401k, S125, etc.)
18. Current quarter company federal and state liabilities by pay period and corresponding deposits.

PRIOR QUARTER PAYROLL TAX RETURNS:

Previous quarter returns (see below), current year: Qtr. 1 Qtr. 2 Qtr. 3

_____ 941 tax returns _____ State wage reports _____ State unemployment tax returns

_____ FUTA (Federal unemployment) tax liabilities and payments (Note: 940 is annual return)

_____ Other _____

COMMENTS: