TAXPAYER INFORMATION

Payroll Service Set Up

Taxpayer (Legal Name of Business)	DBA Name	Date
Street Address, City State, Zip		
Mailing Address (if different from above)		
Phone ( )	Fax ( )	Cell ( )
E-Mail Address	Authorized Contact	

PAYROLL INFORMATION

Are your employees paid: (circle one) Weekly Every other week 2 times per month (such as 1st & 15th) 1 time per month			
Day of week paid, or list the dates, such as 1st & 15th		Date of 1st payroll Star will process	
Federal ID#	State ID #	State Unemployment Rate	ETT Rate (CA)
How would you like to receive payroll? Note: Delivery and pick up available only in cities with a Star Payroll office. FedEx Overnight Priority FedEx 2-3 Days Delivery Pick Up			
Does your payroll included tips?	If yes, are the tips already advanced to the employees?		
Do you deduct Medical Insurance, 401K, etc from checks? Explain:			

Special Notes or Reports Requested.

Customer Checklist: ✔

_____ IRS Form 8655 (signed only, do not complete form)

_____ IRS Form 2848 (signed only, do not complete form)

_____ Current & prior employees personal info & pay rate. Or W-4 w/ pay rate on it.

_____ Voided check from payroll account.

_____ Copies of all 941 & DE6 quarterly reports for this year.

_____ List of tax payments made.

Star Payroll

Fax everything to (800) 301-1968