

Payentry Implementation Required Documents



1. FEIN Proof

A document/letter from the IRS-on-IRS letterhead [SS4].

A previously filed Form 940, 941, 943, 944, or 945.

A screenshot from the IRS website which must display the URL, Company Name, and FEIN.

2. Payroll Bank Account Information

VOID Check - All four corners visible with company name printed on the check.

Bank Letter - Printed on bank's letterhead including the client's legal name, routing number, account number, and signed by bank representative.

A screenshot from the client's online application or browser that includes the client's name, routing, and account number.

If the client will be transferring funds from more than one account, we need checks for all accounts and specifics regarding what each account covers.

3. Payroll Service Agreement and 8655

Must be signed and dated by an authorized signing authority on the account. (Such as owner, officer, partner, etc.)

All of "Taxpayer" section (1a - 8) must be completed using the company's legal information.

4. State Income Tax and Unemployment Insurance IDs, Rate, and POA

Unemployment Insurance Tax- Acceptable documents include documents issued by the state, emails from a state agency representative, previously filed tax returns, or payroll reports from their previous payroll provider. Documentation provided must include account number and current year tax rate.

Withholding Tax- Acceptable documents include documents issued by the state, emails from a state agency representative, previously filed tax returns, or payroll reports from their previous payroll provider. Documentation provided must include account number and deposit frequency. (STATES WITH NO WITHHOLDING/NO DOCUMENTATION REQUIRED: AK, FL, NH, NV, SD, TN, WA, WY).

Indicate if registrations are "Applied For" or if they do not yet have a rate. If "Applied For" include documentation of their application to the state, IE: Confirmation page of their registration.

5. Employee Demographic Information

All active and terminated employees in current year demographic information such as social security numbers, addresses, hire dates, term dates, birth dates.

Employee's pay rate, marital status, and tax statuses.

Employee direct deposit information and email addresses.

6. YTD Information and Other

Active & Terminated Employee YTD Pay History Info

All Current Year's Quarterly Returns

All Current Quarter's Liabilities and Deposits

Previous QTRs YTD Totals by Employee with Co. Total

Current Quarter's Payroll Information by Pay Period

Chart of Accounts for GL

Garnishment/Friend of the Court Docs

PTO Policies & Balances as of Last Check Date

Time Management Questionnaire

FTP Login and Account Information