



### Setup Checklist

- 1) Fill out Set-up Questionnaire
- 2) Voided Business Check
- 3) Federal Id Number. This can be obtained from an old quarterly report, 8109 deposit coupon, an SS-4, or any document from the IRS showing your company name and ID#.
- 4) State Unemployment Rate and ID number. This can be found on old quarterly reports or a state unemployment form.
- 5) For each employee: name, address, rate of pay, social security number, marital status, exemptions and completed W-4.
- 6) If applicable, year to date and quarter to date earnings of all employees including all tax deposits made to the IRS, state and local agencies.
- 7) For Direct Deposit, please have the employee complete the direct deposit form and return it to TTS with a voided check attached to each.
- 8) For check signing, please fill out the signature form.
- 9) Sign the payroll & tax impounding agreement and forms 8655 & 8821.