



Payroll Services Request Form EMPLOYER INFORMATION SHEET

BOOKSMARTS ACCOUNTING & BOOKKEEPING

1707 Harvey Road, Fruit Heights, UT 84037

Phone 801.923.4088 / 801.979.9676 / Fax 801.618.4089

General

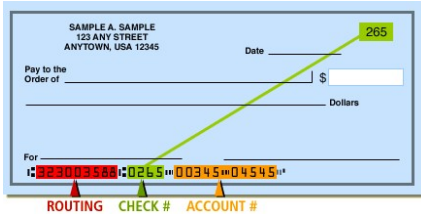
Business Name: _____
 Business Address: _____
 City, State, Zip: _____
 Filing Name (if different): _____
 Filing Address (if different): _____
 City, State, Zip: _____

Contact Name: _____
 Phone: _____
 Fax: _____
 Email: _____

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

Direct Deposit (for payroll and tax payments)

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

Federal Deposit Schedule

- Monthly
- Semi-Weekly
- Other _____

Are you planning on making up previous months of pay? Y / N

State Employer Account No. _____ Applied For
State Unemployment No. _____ Applied For
State Unemployment Insurance Rate _____% (if known)
Other state ID numbers, if applicable:

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 and terminated 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 2nd, 3rd or 4th 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 each 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