Pay Period and Tax Information

SourceOne PAYROLL SERVICES

Legal Client Name:		
First Pay Date:	**Period Start:**	**Period End:**
# Employees:	**Frequency:** W BW SM M	**Conversion** or **New Entity**
SEMI-MONTHLY: First Pay:	Second Pay:	Work week begins: Sun Mon Tues Wed Thurs Fri Sat
Tax Impound Options: ☐ Full Tax Service	☐ EFTPS	☐ Secure Pay

Type of Entity	Has there been significant change in ownership/entity in the current year? ☐ Yes ☐ No	☐ Limited Liability Corp (LLC)	☐ S-Corporation
		☐ Limited Liability Partnership (LLP)	☐ C-Corporation
		☐ Sole Proprietor	☐ Non-Profit Corporation
		☐ Partnership	

Federal Reporting	Federal ID Number (FEIN):
	Federal Unemployment Tax (FUTA) status: ☐ Exempt ☐ Taxable

State Reporting	Primary State:	State Tax ID Number(s):
	SUI %: ETT %:	State Unemployment Tax (SUTA) status: ☐ Exempt ☐ Taxable

Multi-State Reporting	State:	SUI ID:	SUI Rate:	Withholding ID:
	State:	SUI ID:	SUI Rate:	Withholding ID:
	State:	SUI ID:	SUI Rate:	Withholding ID:

Tax Deferred Plans	☐ Medical 125	☐ 403-B TSA	☐ HSA
	☐ 401-K	☐ 408-K SARSEP	☐
	☐ Simple IRA	☐ FSA	☐

This agreement may be considered as an application for credit and authorizes SourceOne Payroll Services, to investigate the credit of the credit or its principals including vendor references, bank account status and history.

Client hereby authorizes client's bank to pay and charge client's account for charges drawn on client's account and payable to SourceOne Payroll. Client agrees that client's bank's rights in respect to each charge shall be the same as if it were drawn on it, and signed personally by or on behalf of client. This authority is to remain in effect until revoked by client in writing, and until bank receives such notice, agrees that bank shall be fully protected in honoring these charges. Further agree that if such charge is dishonored, whether with or without cause and whether intentionally of inadvertently, bank shall have no liability whatsoever.

Authorized Client Signature	Print Name	Date
Authorized SourceOne Payroll Signature	Print Name	Date

White / Office Yellow / Account Manager Pink / Customer