

Client Information Checklist

Name: _____

Information Needed for All Clients:

- Name, SSN, date of birth, address (home & business), phone number, email address for each shareholder/owner/partner of the business
- Federal tax ID #, password & pin # - State ID #, password & pin # - UC #, password & pin # - S-Election Letter
- EFTPS (Electronic Federal Tax Payment System) letter from Dept. of Treasury with PIN
- Operating Agreement, By-Laws, Stock Certificate for the business (business documents provided by attorney when company was originally created) if we do not have
- Copy of previous year's tax return, both personal and business
- A voided business check
- Current W4, W4N, I-9, direct deposit form for all employees with a voided check or letter from the bank
- Employee Handbook if one has been established

Information Needed for Established Companies:

- State ID along with password and PIN for electronic payroll tax submissions (available from previous payroll processor)
- EFTPS username and PIN (available from previous payroll processor)
- Nebraska Unemployment ID along with the password and PIN for electronic tax submissions (available from previous payroll processor)
- A copy of the S-election letter if available
- Copies of all previous year's payroll tax forms filed for your company, including any W-2's
- Copies of current year payroll tax forms filed for your company, including any W-2's
- If you use Quick Books, a backup copy of the Quick Books file
- Copies of current year's bank statements including deposit and check images (Bookkeeping clients only)
- Copies of payroll summaries for workers comp audits