



BARMAR, Inc.
1655 South 25th Street
Lincoln, NE 68502

Burr Business Service

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generalbbs@burrbusiness.com

New Client Checklist – Information Needed

- Legal Business name, business address, business phone number, business email address
- Full name, SSN, address, phone number email address for each business owner/partner/shareholder
- Previous year's tax return
- Business By-Laws
- Business Operation Agreement
- Voided check from business checking account
- S-Election acceptance letter (if available)
- Federal ID# printout with password & pin# (EFTPS)
- State ID# with password & pin#
- NE Unemployment ID# with password & pin#
- Current W4, W4N, I-9 for all employees & copy of drivers license & SS card
- Direct deposit form for all employees with a voided check or letter from the bank