



711 Coliseum Drive
 Winston-Salem, NC 27106
 (336) 773-0128 voice
 (336) 773-1055 fax

Company Setup Worksheet

Company's Full Legal Corporate Name: _____

Trade Name/DBA: _____

Address Line 1: _____

Address Line 2 (Optional): _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax Number: _____

Primary Contact: _____ E-mail Address: _____

Secondary Contact: _____ E-mail Address: _____

Federal Tax ID: - _____ Federal Tax Deposit Frequency: *Monthly* *Semi-Weekly*

State Unemployment ID: _____ State Unemployment Rate: _____

State Withholding: _____ State Tax Filing Frequency: *Monthly* *Semi-Weekly* *Quarterly*

Payroll Frequency (Please Circle): *Weekly* *Bi-Weekly* *Semi-Monthly* *Monthly*

How would you like to transmit your payroll data to Flex-Pay? *Phone* *Fax* *Internet*

Do you have? (please circle)

Multiple Bank Accounts? (separate accounts for taxes and payroll)	YES	NO
Departments?	YES	NO
State Income Tax?	YES	NO
State Disability Insurance?	YES	NO
School District Tax?	YES	NO
Retirement Plan? (401k, 403b, Simple IRA, etc)	YES	NO
Company Match? (401k match, Profit Share, ER Directed)	YES	NO
-If yes, ____% of the employee's contribution, up to ____% of earnings		
Section 125 Cafeteria Plan? (Flexible Spending, Medical Reimbursement)	YES	NO

First Check Date: _____ / _____ / _____

Second Check Date: _____ / _____ / _____

First Input Date: _____ / _____ / _____

Second Input Date: _____ / _____ / _____

First Period Begin Date: _____ / _____ / _____

Second Period Begin Date: _____ / _____ / _____

First Period End Date: _____ / _____ / _____

Second Period End Date: _____ / _____ / _____

Comments: _____

If starting at the beginning of a quarter, please submit individual employee earnings with quarter and year-to-date totals. If starting in the middle of a quarter, please add a payroll register for each pay period of the quarter.

Please include a list of tax deposits made this year with amounts and dates of the transactions:

1. Monthly or semi-weekly 941 deposits
2. Quarterly state unemployment payments
3. Quarterly federal unemployment deposits

MAKE SURE TO INCLUDE A VOIDED CHECK FROM THE COMPANIES PAYROLL ACCOUNT