



PAYROLL QUESTIONNAIRE

Company Information

Business Legal Name (per IRS) *

Legal Address (per IRS) *

Business Entity Type *

Current Payroll Provider *

Federal EIN *

CA Employer Acct Number

Payroll Bank Account Number: *

Payroll Bank Routing Number: *

Payroll Contact

Payroll Admin First Name *

Payroll Admin Last Name *

Payroll Admin Email *

Telephone *

ext.

Payroll Information

Have you paid any employees any wages so far this year? *

In which state(s) will employees be working or living? *

Accounting Software: *

Requested first pay day?

(Please note setup takes 7-10 business days) *

Do you want the 1st Payroll done via Direct Deposit? *

Pay Frequency *

of Employees on Payroll: *

Owner/ Officer Information

Company Owner or Officer Name: *

Company Owner or Officer Title: *

Company Owner or Officer Social Security #: *

Company Owner or Officer Date of Birth: *

Officer Home Address: *

Would you like a no-obligation pay-as-you-go Worker's Comp insurance quote?

Yes No

Would you like information on tracking time in Quickbooks?

Yes No

How to Apply for EDD Number:

[http://www.edd.ca.gov/About EDD/Employer Services Online Enrollment.htm](http://www.edd.ca.gov/About_EDD/Employer_Services_Online_Enrollment.htm)