

# New Client Data Sheet

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Delivery Address: \_\_\_\_\_

(If Different) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Spec. Del. Instr. \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_

State Tax Information:	Withholding ID#	Unemployment Tax ID #	Unemployment Tax Rate
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State: _____	_____	_____	_____%
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State: _____	_____	_____	_____%
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State: _____	_____	_____	_____%
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PAY FREQUENCY: Weekly    Bi-Weekly    Semi-Monthly    Monthly

## PAYROLL CALENDARS SETUP INFO:

- First pay day w/ExcelPay: \_\_\_\_\_
- Beginning day of first pay period w/ExcelPay: \_\_\_\_\_
- Ending day of first pay period w/ExcelPay: \_\_\_\_\_

## YEAR-TO-DATE PAYROLL INFORMATION:

- Are YTD pay amounts to be loaded?    Yes    No    *If Yes, attach YTD client payroll report.*
- If YTD totals are being loaded, is first ExcelPay payroll the first payroll of a calendar quarter?  
Yes    No    *If No, attach YTD report as of completion of most recent quarter and QTD as of most recent payroll.*

## ADDITIONAL DOCUMENTATION REQUIRED:

- Authorization to Debit Client Account
- Signature Digitization Form
- IRS Form 8655 - Reporting Agent