

ExcelPay's New Client Setup Guide

<p>Step 1:</p> <p>Employer Setup</p>	<p>Required Employer Documents</p> <ul style="list-style-type: none"> • New Client Data Sheet • Client Debit Authorization • IRS Form 8655-Reporting Agent • Signature Digitization Form • Service Fee Agreement 	<p>The Process</p> <p>Completed by ExcelPay with client's assistance. (Client signature required.)</p>
<p>Step 2:</p> <p>Employee Setup</p>	<p>Employee Documentation</p> <ul style="list-style-type: none"> • Employee Profile Sheet(s) (Employee data can be provided in various formats, i.e., Excel spreadsheet, Prior Payroll Service Worksheet, etc.) • Direct Deposit Authorization Form(s) (Employee direct deposit must be approved at the employer level) • Garnishment Transmittal Form(s), if any • QTD & YTD employee pay data, if applicable 	<p>The Process</p> <p>Documentation provided by client. ExcelPay enters employee data on an expedited basis. <i>(24-48 hours)</i></p>