

Berndt CPA Payroll Client Setup Form

Date Submitted: _____

CLIENT INFORMATION

BUSINESS INFORMATION:
Client ID _____
Federal ID # _____
Client Name _____
Payroll Name _____
DBA Name _____

PRIMARY LOCATION:
Address _____

City _____ State _____ Zip _____

OTHER LOCATIONS: Yes or No (please list on back)
Primary Processor Name _____

PAYROLL INFORMATION

PTO Tracking: Yes _____ No _____
Current Payroll Journal Attached: Yes _____ No _____

Pay Frequency
Weekly _____ Biweekly _____ Semi-monthly _____ Monthly _____

Payroll Schedule Name: _____

First Payroll
Check Date _____
Period Begin Date _____ Period End Date _____

Self-Service
Enable Employee Self-Service: Yes _____ No _____

Departments: Yes _____ No _____
_____, _____

PAY ITEMS

Pay Items _____, _____
_____, _____

Deduction Items
401(K) _____ 401(K) Roth IRA _____ Simple IRA _____
Simple Roth IRA _____ Health _____ HSA _____
HSA-Employee _____ Cafeteria Plan _____
Pre-Tax Items: Yes _____ No _____
_____, _____
_____, _____

Other Deductions: Yes _____ No _____
_____, _____
_____, _____

OPTIONAL SERVICES

Web-based payroll data entry
 Web-based employee Paycheck Delivery
 Automatic Signatures imprinted on checks
 State New Hire Filing
 Garnishment Vendor Payments
 401(K) / SIMPLE IRA Remittance Checks
 Accruable Benefits Report: Sick _____, PTO _____, _____
Vacation _____
 HR Subscription

PAYROLL TAXES

Federal
Employer Type: Form 941 _____ Form 943 _____ Form 944 _____ Household _____
Deposit Schedule: Monthly _____ Semi-weekly (Federal) _____

State
State (2 letter code) _____

Withholding ID _____ Deposit Schedule: Early Filer _____ Monthly _____ Quarterly _____ Annual _____
Unemployment ID _____ UI Base Rate _____ Setup Online Acct _____ Username: _____ Password: _____

Electronic Filing
Form 8655 on file: Yes _____ No _____ Business Name Control _____ State Website Setup _____

BANK INFORMATION

Direct Deposit: Yes _____ No _____ Use Intercept: Yes _____ No _____
Bank Name: _____
Bank Account # _____ Bank Routing # _____