1. **Company Information**

|  |  |  |
| --- | --- | --- |
| Company **bank account information**; only required if you’ll be paying employees by direct deposit or e‐paying taxes (use a voided check, not a deposit slip, of the bank account you’ll use to pay employees) |  |  |
| Types of **compensation** you give to your employees, such as hourly wages, salaried wages, bonuses, commissions, and tips |  |  |
| Types of **benefits** you offer your employees, such as health insurance,  dental insurance, 401k retirement plan, vacation/sick leave, Flexible Spending Account (FSA) |  |  |
| Types of **other additions and deductions** you provide for your employees, such as cash advances, mileage reimbursements, union dues, and wage garnishments |  |  |

1. **Employee Information**

For each employee who worked for you this calendar year (including active, inactive and terminated employees), you’ll need:

|  |  |  |
| --- | --- | --- |
| Employee’s completed W‐4 form (attached) |  |  |
| Pay rate (hourly, salary, commission, etc.) |  |  |
| Paycheck deductions (401(k), insurance, garnishments, etc.) |  |  |
| Sick/vacation hours balance (if applicable) |  |  |
| Direct deposit information (use a voided check, not deposit slip, of the employee’s bank account) |  |  |
| Hire date |  |  |
| Termination date (if applicable) |  |  |

1. **Tax Information**

|  |  |  |
| --- | --- | --- |
| State unemployment insurance (SUI) contribution rate |  |  |
| State agency ID number(s) |  |  |
| State assessment, surcharge, administrative or training tax rates (if applicable) |  |  |
| Copies of both state and federal tax forms for past 3 closed quarter |  |  |
| Tax deposits/filing schedule (monthly or quarterly) |  |  |

1. **Payroll History Information**

|  |  |  |
| --- | --- | --- |
| If you are starting payroll in t**he 1st quarter of the calendar year**  (January 1 through March 31):  Payroll summaries for each paycheck issued during the quarter |  |  |
| **The 2nd, 3rd or 4th quarter of the calendar year**  (April 1 through December 31):   * For each closed quarter: payroll summaries by quarter * For the current quarter: payroll summaries by paycheck |  |  |

**NOTE: Employee payroll summaries should contain gross wages, taxes withheld (Social Security, Medicare, state withholding) and all other deductions (medical insurance, 401(k) or other retirement deductions, union dues, wage garnishments, etc.)**

**Helpful Hints for Finding Information**

We’ve compiled the following list to help you find the information you’ll need if you used a different payroll service provider prior to QuickBooks Payroll, or if you’re switching from QuickBooks Basic, Standard, or Enhanced Payroll to Assisted Payroll.

If you’re switching from **Paychex**

|  |  |
| --- | --- |
| **Payroll information** | **Where to find it** |
| UI RATE AND ID | Payroll Summary |
| EE INFO | Employee Earnings Record |
| YTD | End of Quarter YTD |
| QTD | Employee Earnings Record |
| CURRENT PAYROLL | Payroll Journal or Payroll Register |
| RETURNS | 941 and State return by quarter |

If you’re switching from **ADP**

|  |  |
| --- | --- |
| **Payroll information** | **Where to find it** |
| UI RATE AND ID | Statement of Deposits and Filings for the State |
| EE INFO | Master List or Master Control |
| YTD | Master List or Master Control |
| QTD | Generally, not available until well after the quarter, so will  need to refer to Payroll Registers |
| CURRENT PAYROLL | Payroll Register |
| RETURNS | Statement of Deposits and Filings for the State |

If you’re switching **from QuickBooks Basic, Standard, or Enhanced Payroll to Assisted Payroll**

|  |  |
| --- | --- |
| **Payroll information** | **Where to find it** |
| UI RATE AND ID | Previous Quarter Returns or Payroll Item List |
| EE INFO | Contact List |
| YTD | Payroll Summary |
| QTD | Payroll Summary |
| CURRENT PAYROLL | Payroll Summary |
| RETURNS | 941 and state returns |

**Glossary:**

UI RATE EE INFO YTD QTD

Unemployment Insurance Rate

Employee Information Year to Date

Quarter to Date