



Beginning Data Required

Company Info (* denotes info found on agreements)

- Legal Name*
- Legal Address*
- Federal EIN*
- Deposit Frequency
- State EIN*
- State BEN*
- Unemployment Number*
- Unemployment Rate
- Starting Check Date
- Pay Period Dates
- Email/Password for Reports
- Bank Routing Number*
- Bank Account Number*
- Beginning Check Number
- Quarterly Reports
- Tax Deposits (Dates and amounts)
- YTD and QTD totals by type for
 - Hours
 - Earnings
 - Taxes
 - Deductions

Employee Info (including terminated employees)

- Name
- Address
- Email Address
- Social Security Number
- Birth Date
- Hire Date
- Pay Rate
- State and Federal withholding
- Direct Deposit info
- Deductions (amount per pay period)
- YTD and QTD totals by type for
 - Hours
 - Earnings
 - Taxes
 - Deductions