



New Client Profile

Client Legal Name:					
DBA:					
Name for Checks:					
Contact Name & Title:					
Alternate Contact & Title:					
Address:					
City, State, Zip:					
Shipping Method: <div style="text-align: center; font-size: small;">Courier / Internet Post / Mail (waiver included) / Pick-up / UPS (Priority / Standard / 2 Day)</div>					
Shipping Address:					
City, State, Zip:					
Phone #:		Alternate Phone #:		Fax #:	
Email(s):			Total Number of EEs:		Input Date:
Frequency 1:	Period End Date:		First Payday:		
Frequency 2:	Period End Date:		First Payday:		
Contact Method:			<div style="text-align: center; font-size: small;">Phone / E-mail / Remote / AutoRun</div>		

Tax Information

FEIN:					
List all Work States:					
State DOR ID:		State DOL ID:		SUI Rate:	
State DOR ID:		State DOL ID:		SUI Rate:	
State DOR ID:		State DOL ID:		SUI Rate:	
State DOR ID:		State DOL ID:		SUI Rate:	
State DOR ID:		State DOL ID:		SUI Rate:	
FUTA Exempt: Y / N (If yes you must include proof)			SUI Exempt: Y / N (If yes you must include proof)		
Local Tax 1:	%:	Local Tax 3:		%:	Local Tax 5:
Local Tax 2:	%:	Local Tax 4:		%:	Local Tax 6:

Deductions

Vendor Information (attach court order for any type of Garnishment)

Deduction	Vendor / Case Number	Vendor Address:	Frequency

Deduction Information

Deduction	Pre-Tax	Exempt	Match	Vendor	Vendor Name	Check or EFT	Frequency
	Yes / No	SS / Med / Fed / State / FUTA / SUI / Local	Yes / No	Yes / No			
	Yes / No	SS / Med / Fed / State / FUTA / SUI / Local	Yes / No	Yes / No			
	Yes / No	SS / Med / Fed / State / FUTA / SUI / Local	Yes / No	Yes / No			
	Yes / No	SS / Med / Fed / State / FUTA / SUI / Local	Yes / No	Yes / No			
	Yes / No	SS / Med / Fed / State / FUTA / SUI / Local	Yes / No	Yes / No			
	Yes / No	SS / Med / Fed / State / FUTA / SUI / Local	Yes / No	Yes / No			
	Yes / No	SS / Med / Fed / State / FUTA / SUI / Local	Yes / No	Yes / No			
	Yes / No	SS / Med / Fed / State / FUTA / SUI / Local	Yes / No	Yes / No			

Detail Matching Information:

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