



## 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
- 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
- Email Address
- 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