

PAYROLL SERVICES

Ran any day, at any rate, and as often as you want.

To set up I will need a copy of the following:

- business owner driver's license/ID
- a copy of the business's DBA/Assumed Name Certificate
- social security # _____
- a copy of a voided check from the business's bank account
 - routing # _____
 - account # _____
- a copy of EIN obtained from the IRS
 - EIN# _____
- TWC# _____
- Frequency
 - weekly
 - bi-weekly
 - monthly

Adding employees

Requirements to add an employee I will need the following:

- legal name,
- address,
- phone number,
- email address,
- date of birth,
- social security number,
- rate of pay,
- direct deposit information
 - routing #
 - account #
- exceptions,
- garnishments deductions if applicable