

# Payroll Services Checklist

Documents needed for payroll services

## 1. Employee Information

- ☐ Full name
- ☐ Social Security Number (or equivalent identification number)
- ☐ Address
- ☐ Date of birth
- ☐ Marital status
- ☐ Number of exemptions or allowances for tax withholding

## 2. Employment Forms

- ☐ W4 forms Employee's withholding allowance certificate, used to determine federal income tax withholding.
- ☐ I9 forms Employment Eligibility Verification, required by U.S. law to verify the identity and employment authorization of individuals hired for employment in the United States.

## 3. Time and Attendance Records

- ☐ Timesheets or records of hours worked by each employee.
- ☐ Overtime records, if applicable.
- ☐ Vacation and sick leave accruals and usage.

## 4. Pay Rate Information

- ☐ Hourly wages or salary rates for each employee.
- ☐ Commission or bonus structures, if applicable.

## 5. Deductions and Contributions

- ☐ Employee deductions for benefits such as health insurance, retirement plans, and flexible spending accounts.
- ☐ Employer contributions to benefits.
- ☐ Other voluntary deductions such as union dues or charitable contributions.

## 6. Payroll Tax Information

- ☐ State and federal tax withholding information.
- ☐ Payroll tax rates and regulations applicable to your business location.
- ☐ Unemployment tax rates and information.

## 7. Payroll Registers and Reports

- ☐ Detailed reports summarizing payroll expenses by employee, department, or other categories.
- ☐ Payroll registers showing gross wages, taxes withheld, and net pay for each employee.

## 8. Payroll Processing Records

- ☐ Records of payroll processing, including dates of pay periods and pay dates.
- ☐ Confirmation of payroll tax payments and filings.

## 9. Year End Reporting

- ☐ W2 forms Wage and Tax Statement, issued to employees and submitted to the Social Security Administration.
- ☐ 1099 forms Miscellaneous Income, issued to independent contractors and submitted to the IRS.

## 10. Employee Benefits Information

- ☐ Information on employee benefits offered by the company, such as health insurance, retirement plans, and other fringe benefits.

## 11. Direct Deposit

- ☐ Employee's bank, routing number, and account number as well as the account information the employees' are paid out of.
- ☐ The pay date for the paychecks.

Having these documents and information organized and accurate will help ensure smooth and accurate payroll processing for your business.



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