

New Payroll Setup (Employees Aside from S Corp Owners)

If you are an S Corp owner without employees, you can disregard this checklist entirely.

For new payroll setups, the Watson CPA Group will send additional forms to be signed for payroll authorization and limited Power of Attorney for filing forms on your behalf. We will also obtain state withholding, unemployment and disability account numbers.

Truth be told, setting up new payroll accounts can be slow and arduous. Some states are fast, others are very complicated and slow. Rest assured that we will make this as painless as possible, and we promise the learning curve will flatten out.

Employees Aside from S Corp Owners

- ▲ Employees' full names, addresses, dates of birth and SSNs, **plus** rate of pay (S Corp owners will be consulted with to determine the reasonable salary on a quarterly basis)
- ▲ Employees' completed W4s (see link below)
- ▲ Completed direct deposit forms for all employees (see link below)
- ▲ Garnishments, Child Support information, frequency and amount (original documentation is best)
- ▲ Advances or employee loans, frequency and payback amounts
- ▲ Payroll deductions such as 401k, IRA, FSA, etc., frequency and amount
- ▲ Payroll reimbursements and stipends, such as mileage or health care, frequency and amount
- ▲ Next Payroll Date and Cadence (Every Two Weeks, Twice Per Month, Monthly or Quarterly)

ACH Agreement

We have an ACH agreement which allows us to draft taxes for the IRS and the state on your behalf. This document is routinely missed in our checklist of things. So, we are separating it out for you. Please use this fillable PDF link and return to us (this form is not very intuitive or straightforward, we can help!).

www.watsoncpagroup.com/ACH

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Important Links

These links are not embedded into this PDF for security reasons. Please either cut and paste them into your browser or simply type them. These links are also available in our payroll portal-

www.watsoncpagroup.com/payroll-portal/

Specifically-

W4 Form	www.watsoncpagroup.com/W4.pdf (not needed for S corp owners)
New Employee Enrollment	www.watsoncpagroup.com/EE.pdf (not needed for S corp owners)
Direct Deposit Form	www.watsoncpagroup.com/DD.pdf (not needed for S corp owners)
Accountable Plan Reimbursement	www.watsoncpagroup.com/APlan

Kind request- please print legibly. Some forms are scrunched, and neat handwriting is critical. Thanks!