



Getting Started with Pink Payroll

In order to ensure that all paychecks and tax filings are processed correctly, the following information should be provided prior to beginning payroll:

- Proof of your Federal Tax ID/ FEIN # *(any document originating from the I.R.S. that lists your FEIN #)*
- Deposit frequency for your Federal Withholding Taxes (semi-weekly OR monthly)
- Proof of your State Unemployment # *(any document originating from the Department of Revenue)*
- Completed W-4 form for each employee
- Pay rate information for each employee
- Information regarding any deductions that will be made from employees checks *(insurance deductions, mileage allowances, cell phone deductions, employee loans, etc)*
- Voided Check from the account you wish to make payment from
- Payroll Authorizations & Tax Information Authorization forms *(These are internal documents provided by Pink Payroll).*
- Year to date tax and wage balances for each employee up to the most recently completed FULL quarter in which SUTA, FUTA, FICA and Federal withholding taxes were paid. Providing 941, State DE9C forms and a payroll register for the individual employee balances is typical. *(Does not apply if you are a new business or if you are coming out of an employee leasing arrangement.)*
- Quarter to date tax balances for each employee and company totals for the CURRENT quarter SUTA, FUTA, FICA and Federal Withholding taxes paid. *(Does not apply if you are a new business or if you are coming out of an employee leasing arrangement).*

INTERNAL

- Client Processing Profile Form