

Payroll Set Up for Small Business Employers

Welcome! The Charles Carroll Associates PayCycle Solutions team looks forward to helping you pay your employees quickly accurately and conveniently. This document provides the information and forms necessary to set up your payroll.

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- Gain control of your entire payroll with this award-winning, service solution.
- Easily handle your end-to-end payroll needs from paychecks to W-2's.
- Choose either Professionally Managed Payroll or Self Managed Payroll Services
- Guaranteed accurate federal, state, local and voluntary withholding calculations.
- Free support from payroll experts.
- Run payroll from anywhere and at any time.
- Choose from 3 ways to pay employees or contractors: use **free** direct deposit; print checks from your computer; handwrite checks and print detailed paystubs.
- Pay and file all federal & State payroll taxes electronically.

Payroll Tips:

- Setting Owner/Officer Salary Amounts. Unless company sales and cash flow is significantly large, owner/officers should set a minimum pay amount on a regular bi weekly or twice monthly basis. This should be the sum of mortgage, rent, car payments and a grocery allowance. All other personal expenses should be charged and then paid as additional payroll on a monthly or quarterly basis depending upon the company's cash flow situation.
- Communication of Hours & Salary. Fax, Call or Email hours and salary amounts not less than three (3) days prior to the pay date.
- Insure Adequate Bank Balance for the Total Payroll Amount. The total amount of payroll including all taxes will be returned emailed to you after each submission of payroll information, this is both the employees payroll and employee and employer taxes. You must have adequate funds available as all but the federal and state unemployment taxes are paid immediately to the appropriate agencies. One way to insure adequate funds is to set up a separate payroll bank account which is funded from the company's general account prior to each payroll.

COMPANY PAYROLL SET UP INFORMATION FORM

Company Name:			
Address:			
Address 2:			
City:			
State:		Postal Code:	
Contact Name:			
Phone:		Facsimile:	
Phone 2:		E Mail:	

Federal Employer Number		State Employer Number	
Company Type: <small>(sole proprietorship, Partnership, Corporation, LLC)</small>		Federal Deposit Schedule <small>(New Employers = Monthly)</small>	
Payroll Start Date:		State Unemployment Insurance Rate: <small>(New Employers =3.4%)</small>	

Pay Schedule:	<input type="checkbox"/> Every Two Weeks: <input type="checkbox"/> Twice Monthly (1 st & 15 th) <input type="checkbox"/> Weekly (Choose One)
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Pay Types:	Use: (Y/N)	Calculation or Policy:
Regular		<small>(always setup for each employee)</small>
Overtime		
Double Overtime		
Holiday Pay		
Bonus		
Commission		
Tips		

Special Pay Policies:

Type	Explanation	Policy
Vacation	A Vacation of sick pay policy specifies the number of hours accrued per year; the maximum accrual, if any; and whether time-off hours are accrued each pay period or are granted to employees at the beginning of the year. You can enter as many policies as you need.	
Sick Leave	If your employees have vacation and sick pay balances those will need to be noted for each employee at the set up	
Paycheck Deductions	Deductions are non-tax items withheld from an employees pay, often on a reoccurring basis. Examples include: Retirement Plan contributions, Dependant Care Flexible Spending Accounts, Medical Expense Flexible Spending Accounts, Insurance Premiums, Loan and Cash Advance Repayments	
Garnishment Orders	These are court orders to withhold money from an employees salary.	

Employer Payroll Account Set up

Bank Name:		Bank Account Number:	
Contact Person:		Bank Routing Number:	
Bank Address:		Primary Signor Name:	
Bank City/St/Zip:		Primary Signor Social Security Number:	
Bank Phone:		Primary Signor Date of Birth:	

Attach Voided Check from Account to be used for Payroll:

I authorize Charles Carroll Associates / Paycycle to deduct electronically all company payroll, payroll taxes and all payroll and accounting fees from this account. This authorization will remain in effect until I cancel it in writing and in such time as to afford Charles Carroll Associates / Paycycle a reasonable opportunity to act on it.

_____ Date _____
Authorized Bank Account Signatory

Print Name

EMPLOYEE ADD TO PAYROLL FORM

First Name		Federal Tax Number:	
Last Name		Birth Date:	
Home Address:		Phone Number:	
Address/ PO box:		Phone Number::	
City:		Fax Number:	
State:		Email:	
Zip Code:		Other,	

Pay Rate / Frequency:

Regular:		Bonus	
Overtime:		Commission	
Holiday		Tips	

Special Pay

Vacation	
Sick	

Deductions

Type	Amount	Per Period
Retirement Plan		
Dependant Care		
Medical		
Insurance		

Employee Authorization for Direct Deposit

I authorize Charles Carroll Associates / PayCycle Solutions to deposit my pay automatically to the accounts(s) indicated below and, if necessary to adjust or reverse a deposit for any payroll entry made to me account in error. This authorization will remain in effect until I cancel it in writing and in such time as to afford Charles Carroll Associates / Paycycle Solutions a reasonable opportunity to act on it.

Bank Name:		Bank Account Number:	
Account Holder Name		Bank Routing Number:	
Bank Address:		Checking	Y / N
Bank Phone:		Savings	Y / N

Amount: \$ _____ or entire paycheck

Balance of pay to: Manual (paper) Check or Account below:

Bank Name:		Bank Account Number:	
Account Holder Name		Bank Routing Number:	
Bank Address:		Checking	Y / N
Bank Phone:		Savings	Y / N

Attach Voided Check from Account to be used for Direct Deposit:

Employee / Contractor Signature: _____ Date: _____

Print Name: _____

Payroll History Organizer

Period: _____

	Employee	Employee	Employee	Employee	Total
Regular Pay					
Overt time					
Sick					
Vacation					
Bonus					
Holiday					
Retirement					
Federal Income Tax					
Social Security					
Medicare					
State Income Tax					
Sate Disability					
State Unemployment					
Employee Training					

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Data\Microsoft\Templates\Normal.dot
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Subject:
Author: jon
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Comments:
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