



PAYROLL DOCUMENTS NEEDED CHECKLIST

NorCal Accounting Services, Inc.
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Client / Business Name: _____

Date: _____

1. BUSINESS & TAX ACCOUNT DOCUMENTS

- IRS EIN confirmation letter (CP 575 or 147C), if available
- California EDD employer account number and current contribution-rate notice
- Business entity information: corporation, S corporation, LLC, partnership, or sole proprietor
- Current business address, mailing address, phone number, and primary payroll contact
- Any federal or state payroll notices received from the IRS or EDD

2. PRIOR PAYROLL RECORDS — IF PAYROLL WAS ALREADY RUN THIS YEAR

- Year-to-date payroll register showing each employee's gross wages, taxes, deductions, and net pay
- Copies of Forms 941 filed for the current year
- Copy of Form 940 and prior-year payroll reports, if needed for setup
- Copies of California DE 9 and DE 9C filed for the current year
- Record of federal payroll tax deposits already made
- Record of California payroll tax deposits already made
- Year-to-date sick, vacation, or PTO balances
- Prior payroll provider reports or payroll summary

3. DOCUMENTS FOR EACH EMPLOYEE

- Completed and signed Form W-4
- Completed California Form DE 4, when applicable
- Employee's full legal name, address, Social Security number, date of birth, and hire date
- Pay rate or salary and normal work schedule
- Direct-deposit authorization and bank information, if using direct deposit
- Garnishment, child-support, tax levy, or other withholding orders, if applicable
- Benefit and deduction information, if applicable

4. PAYROLL & COMPANY POLICY INFORMATION

- Payroll frequency and regular payday
- First payroll date and pay-period dates
- Overtime policy and applicable pay rates
- Sick leave, vacation, PTO, holiday, bonus, commission, or reimbursement policies
- Health insurance, retirement plan, or other employee deduction/contribution information
- Workers' compensation carrier, policy number, and class codes, if available

5. BANKING / PAYMENT INFORMATION — IF APPLICABLE

- Business bank account and routing information for authorized payroll or tax payments
- Voided business check or bank verification, if required for payroll setup
- Direct-deposit funding information, if direct deposit will be used

Important: If this is a mid-year payroll change, please provide complete year-to-date information before the first payroll is processed. Missing prior payroll information can cause incorrect payroll tax returns, deposits, W-2s, or employee year-to-date balances.

For security: Please return documents containing Social Security numbers or banking information using your normal secure delivery method.