

## Household Payroll Set-up Checklist

### General Information

- Household Name (Name of Individual)
- Address
- Business owner Contact information
  - First and last name
  - Work phone number
  - Email address (if using client login feature)

### Tax Information

- Federal tax deposit schedule
- State tax deposit schedule
- Federal Employer Identification Number -IRS Form SS-4
- State Employer Identification Number
- State Unemployment Insurance rate (if known)

### Electronic Services

- Company bank account number
- Bank routing number
- Voided company check
- Signed electronic services Authorization form

**Have Questions?  
Need Clarification on Anything?**

**Call Redlig Financial Services  
At (914) 946-7725**

### Employee(s) Information

- Full name
- Address
- Email address (if participating in online employee access to paystubs)
- Pay Schedule
- Paycheck Deductions, including garnishments
- W-4 Information (social security number, allowances, etc.)
- Employee pay types (salary, hourly, bonus etc...)
- Vacation / sick leave policies
- Bank account and routing information for direct deposit

**All Federal and State Forms Provided Upon Request.**

Free Payroll Checklist Provided courtesy of

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(914) 946-7725

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