

# HOUSEHOLD PAYROLL EMPLOYER WORKSHEET



**HOUSEHOLD EMPLOYER CONTACT INFORMATION:**

Please provide the full legal name of the employer (as it appears on your income tax return)

Mr. First Name M.I. Last Name Social Security Number  
 Mrs.      
 Ms.

Date of Birth

Address where work will be performed Apt. City State Zip Code

Home Phone Cell Phone Email Address

Preferred Method of Contact:  Home Phone  Cell Phone  Email Address

**SECTION 2: SPOUSE CONTACT INFORMATION (if filing joint tax return):**

Mr. First Name M.I. Last Name Social Security Number  
 Mrs.      
 Ms.

Date of Birth

**PRIMARY AGENT/FAMILY CONTACT INFORMATION:**

Mr. First Name M.I. Last Name Social Security Number  
 Mrs.      
 Ms.

Address Apt. City State Zip Code

Home Phone Cell Phone Email Address

Preferred Method of Contact:  Home Phone  Cell Phone  Email Address

**ADDRESS WHERE PAPERWORK SHOULD BE MAILED (IF DIFFERENT FROM EMPLOYER ADDRESS ABOVE):**

Address Apt. City State Zip Code

Home Phone Cell Phone Email Address

**HOUSEHOLD PAYROLL SERVICE PLAN INFORMATION:**

Details of payroll service plan offering:  
(If unsure of your options, please contact us to discuss in more detail).

**Electronic Service Offering:**  
 Direct Deposit (DD)  
 Electronic Tax Payments  
 Payment of Monthly Invoices

**Frequency of Pay:**  
 Weekly

**ADDITIONAL TAX SET-UP INFORMATION:**

Has the employer ever obtained or applied for a Federal Employer Identification Number (FEIN) either for the household or as a Sole Proprietorship?  No

If Yes, Enter EIN Here:

# EMPLOYER PAY INFORMATION & ELECTRONIC ENROLLMENT



## EMPLOYEE PAY INFORMATION:

**Note:** Time and a half must be paid for all employees working 40 hours per week.

Employee Name: \_\_\_\_\_  
 Hourly Rate: \_\_\_\_\_  
 Work Schedule: \_\_\_\_\_  
 Other Information: \_\_\_\_\_

Employee Name: \_\_\_\_\_  
 Hourly Rate: \_\_\_\_\_  
 Work Schedule: \_\_\_\_\_  
 Other Information: \_\_\_\_\_

## PAY SCHEDULE:

When does work week start: \_\_\_\_\_  
 When does work week end: \_\_\_\_\_  
 What day is payday: \_\_\_\_\_

## BENEFITS:

- Sick Pay: \_\_\_\_\_
- Vacation Pay: \_\_\_\_\_
- Time and a Half for Holidays: \_\_\_\_\_

Specify: \_\_\_\_\_

Employee Name: \_\_\_\_\_  
 Hourly Rate: \_\_\_\_\_  
 Work Schedule: \_\_\_\_\_  
 Other details: \_\_\_\_\_

Employee Name: \_\_\_\_\_  
 Hourly Rate: \_\_\_\_\_  
 Work Schedule: \_\_\_\_\_  
 Other Info: \_\_\_\_\_

## ADDITIONAL SET-UP INFORMATION:

## STEP 1: EMPLOYER BANK ACCOUNT INFORMATION:

Bank Routing Number (9 Digits):

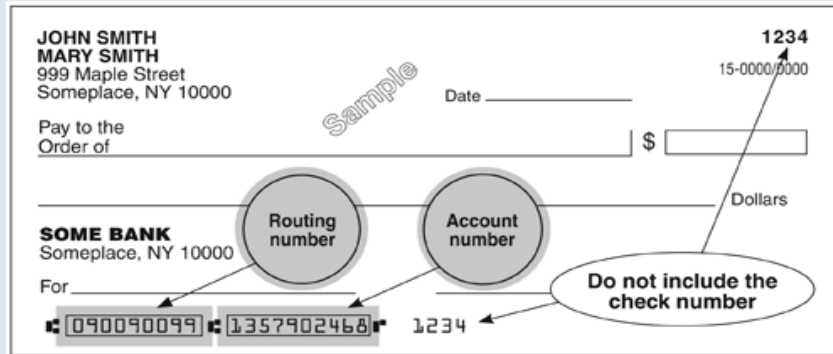
Bank Account Number:

**Please attach a voided copy of check with paperwork submission.**

- Checking Account
- Savings Account

### IMPORTANT NOTE:

In order to validate this account, we will be required to run a test transaction through this account that will need to be validated. We will discuss the details and timing of this when we have completed the electronic enrollment component of the employer set-up process.



**Note:** The routing and account numbers may appear in different places on your check.

## STEP 2: ELECTRONIC FUNDS AUTHORIZATION:

I hereby authorize Redlig Financial Services Inc. to initiate electronic funds transfer on my behalf for payroll services using the bank account information provided above. I agree to fund the account in full on or before the funding deadlines in order to ensure that there are funds available for the payroll. Redlig Financial Services Inc. does not assume any responsibility and will not pay any fees and or bank charges/penalties that occur as a result of insufficient funds in the employer account.

**In addition, please contact your bank if you have an ACH debit block on your account to prevent unauthorized debits. Your bank may not have notified you that you have a debit block on the account and failure to provide this information to your bank may result in payments being rejected.**

X \_\_\_\_\_  
 Authorized Signature Date Printed Name

If signatory is someone other than the employer, please provide relationship and authorization: \_\_\_\_\_