

Payroll/Bookkeeping Setup Questionnaire

Please fill out this questionnaire and deliver through Pacific Northwest Tax Service's secure portal, or fax to 503-288-2004.

Name of Business: _____

Name of Owner/Shareholder(s): _____

Business Address: _____

Email Address: _____

Business Entity Type

- ☐ Sole-Proprietor
- ☐ LLC
- ☐ S or C Corporation
- ☐ Partnership
- ☐ Other (describe) _____

Date of Incorporation or Formation: _____

Contact Number/Person(s): _____

Federal EIN Number: _____

Federal EFTPS PIN & Password (if applicable): _____

Oregon BIN Number: _____

Oregon Department of Revenue PIN & Password (if applicable): _____

Payroll Period (Monthly, bi-weekly, semi-monthly): _____

Payroll Dates (Dates paychecks will be issued): _____

Does your business utilize direct deposit? Yes/No

Payroll/Bookkeeping Setup Questionnaire

Please circle yes or no and initial here if you authorize Pacific Northwest Tax Service to set up incorporation documents on your behalf: _____ Yes/No

Please circle yes or no and initial here if you authorize Pacific Northwest Tax Service to set up tax payment accounts on your behalf: _____ Yes/No

Please circle yes or no and initial here if you authorize Pacific Northwest Tax Service to set up Direct Deposit on your behalf: _____ Yes/No

Owner Social Security number (to set up BIN/EFTPS accounts): _____

Owner Date of Birth: _____

Business Bank Account number: _____

Business Bank Account Routing number: _____

Description of business and additional notes:

Do you have previous payroll for the year?

We want to make the transition to working with us as seamless as possible. Before processing your payroll for the first time, it's a good idea to:

Step 1: Notify your current provider

Step 2: Provide us with the information listed below

Step 3: Confirm payments of past taxes

Step 4: Ensure that your current provider does not file year-end reports on your behalf.

What information do you need to provide us?

- ☐ Your employees' names, addresses and social security numbers
- ☐ Deduction information (W-4 information)
- ☐ Employees' bank account information (for direct deposit)
- ☐ Voided check for your payroll or tax account
- ☐ Your federal, state and any other tax ID numbers
- ☐ YTD and QTD payroll summary
- ☐ Copies of your tax forms from the previous quarter (both federal and state)
- ☐ Current earnings and deductions (hourly rate, vacation, 401k, etc.)
- ☐ Provide pay period and pay date desired