Thank you for trusting us with your payroll processing. We are happy to be able to perform this function for you. To make the transition seamless, we do need to ensure we have all the necessary information.

Please see below and mark off each item once you've provided the information for each employee.

- I-9 ☐
- WT-4 ☐
- W-4 ☐
- Direct Deposit Authorization Form ☐
- Voided Check for Direct Deposit ☐
- Pay Rate or Salary ☐
- Employee Email Address ☐

Do we need to create a timesheet? ☐ **YES** ☐ **NO**

How do you want payroll delivered:

- ☐ Direct Deposit to Employees
- ☐ Mail Checks to Employees
- ☐ Mail Checks to Company
- ☐ Pick-Up Checks from Office

When will the first date of payroll be? _____

*****Please provide all the above items before we can process your first payroll*****

Thank you,

Hagen CPA LLC

Hagen CPA, LLC.

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