

BASICS FOR ALL BUSINESSES

- o **Completed** New Client Intake Form
- o Owner's Driver's License & SS Card
- Operating Agreement
- Articles of Incorporation/Organization
- Prior two years business tax return
- o Prior two years personal tax return
- Prior two years Depreciation Schedules
- o FEIN (Federal Employer Identification Number)
- Prior year Year-End Financial Statements & Year-to-Date
- o **Signed** Engagement Letter
- o **Completed** ACH Agreement & Voided Check
- o **Signed** Form 8655
- o SS-4
- Confirmation Letter & PIN from EFTPS
- Confirmation Letter & Access Key from Dept of Workforce Development for Unemployment
- o Packet from Dept of Revenue for MyTaxAccount

FOR PAYROLL SERVICES

- o **Completed** Employee Payroll Paperwork
- Most recent Business Bank Statement all pages
- WI Withholding Account Number & Frequency if applicable
- o SUTA Account Number & Rate *if applicable*
- o Detailed Payroll History if already doing payroll
- Quarterly Reports for Year-End & Current Quarters filed – if applicable