CCENTRIX SOLUTIONS

EMPLOYER INFORMATION SHEET

Clear Form

GENERAL

Business Name _____

Business Address _____

City _____ State _____ Zip _____

Filing Name (if different) _____

Filing Address (if different) _____

City _____ State _____ Zip _____

Contact Name _____

Phone _____ Fax _____

Email _____

Products/Services Provided _____

_____

Company Type

- ☐ S-Corp
- ☐ C-Corp
- ☐ LLC
- ☐ LLP
- ☐ Partnership
- ☐ Sole Proprietor
- ☐ 501c3
- ☐ Other _____

_____

NAICS CODE _____

DIRECT DEPOSIT

Employer Bank Routing Number _____

Employer Bank Account Number _____

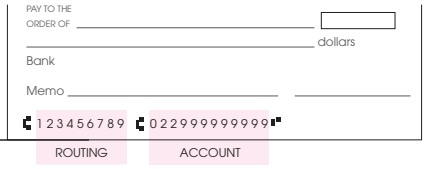
Principal Officer's Name _____

Principal's Social Security Number _____

Principal's Date of Birth _____ Principal's Equity %_____

Principal's Address _____

City _____ State _____ Zip _____



Federal law requires that we store and verify information about the principal officer to help prevent money laundering and the funding of terrorist activity. The principal officer is the person who is the main contact for the bank account from which electronic payments (including direct deposit) are made.

PAYROLL

No. of W-2 employees _____

No. of 1099 contractors to be paid through payroll _____

First Date To Run Payroll MM____/ DD____/ YY ____

Federal EIN _____ ☐ Applied For

State Employer Account No _____ ☐ Applied For

State Unemployment No. _____ ☐ Applied For

State Unemployment Insurance Rate _____% (if known)

Other State Tax rates, if Applicable _____

Federal Deposit Schedule

- ☐ Monthly
- ☐ Semi-Weekly
- ☐ Other _____

State Deposit Schedule

Only applicable to states with income tax

Same as federal ☐

☐ Other _____

CENTRIX SOLUTIONS

EMPLOYER INFORMATION SHEET … CONTINUED

PAYROLL HISTORY

Attach any historical payroll information from this calendar year for all active and terminated employees

- [ ] Have not run any payroll yet this year

Beginning of Calendar Quarter Start. If you will begin using our service at the start of the 2nd, 3rd or 4th calendar quarter (April 1, July 1, or October 1), please include the following items.

- [ ] Year-to-date wages, taxes, and deductions for each employee
- [ ] Dates and amounts of all payroll tax payments made to date for current year tax liabilities

Middle of Calendar Quarter Start. If you will begin using our service in the middle of a calendar quarter, please include the following items.

- [ ] Year-to-date wages, taxes, and deductions for each employee as of the most recent payroll
- [ ] Year-to-date wages, taxes, and deductions for each employee as of the end of the most recent calendar quarter (not applicable if you're starting in the middle of the first calendar quarter)
- [ ] Payroll register or other summary for each payroll date in the current quarter, including total amounts for each wage item, tax, and voluntary deduction on that date.
- [ ] Dates and amounts of all payroll tax payments made to date for current year tax liabilities

NOTES