



CLIENT INFORMATION SHEET

Corporate Name: _____

DBA Name: _____

Mailing Address: _____

Physical Address: _____

Telephone #: _____ Fax #: _____

Nature of Business: _____

Company Email: _____

Entity Type: Corporation S-Corp Partnership LLC Sole Proprietor

This business is: New Existing Recently Acquired

State Unemployment ID #: _____ Federal ID #: _____

Rate: _____ State: _____ Fed. Filing Status: monthly or semi-weekly

Quarterly SUTA Payment sent by: Self or Snelling Electronic EFTPS sent by: Self or Snelling

Payroll Frequency: W BW SM M 401K Plan? Y or N SEC 125 Cafeteria Plan? Y or N

Pay Date Range: From: _____ To: _____ Check Date: _____ (Date or Day) (Date or Day)

Delivery Method: Mail Pick up-Call Pick up-No Call Deliver Paperless

I'm interested in Snelling's Automated Time Keeping Service: Y or N

Owners Information

Name: _____ Title: _____

Home Address: _____

City, State & Zip: _____

Years in Business: _____ Social Security #: _____

PLEASE LET US KNOW - HOW DID YOU HEAR ABOUT US? _____

Additional Information Needed:

Employee Info: W-4, Pay rate, deductions Voided Check on the account you wish to use for payroll.

Billing For Our Services: We do not draft your account!

In the last payroll of the month you will find the bill for our services. We accept checks & cash.

If we convert an employer after the first of the year, then we will also need to get salary information on any previously processed payrolls. We need this information to ensure that the quarterly and year-end reports are correct. This is usually done by making copies of the previously processed payroll journals.