



Stephens & Company
Payroll Services

The best source material for the information necessary to establish your company and employee data into our system are the reports from your previous payroll service, or from the reports generated by your in-house payroll system. Your employee reports should have the basic employee information.

The following data is needed:

Proof of Federal and State ID Numbers

Voided Check

Employee information for all active and terminated employees in the current year:

Name

Social Security Number

Address

Marital Status

Rate of Pay

Exemptions claimed

Departmental information, if applicable

Voluntary deductions

Accrued leave balance, if applicable

Direct Deposit Information, if applicable

SUI Rate for current year

Federal (941) and state tax returns for previous quarters in current year

1st quarter

3rd quarter

2nd quarter

4th quarter

Federal and state tax deposits made in the current quarter

SUI returns and tax deposits made in the current year

1st quarter

3rd quarter

2nd quarter

4th quarter

FUTA tax deposits made in the current year

1st quarter

3rd quarter

2nd quarter

4th quarter

Year-to-date and quarter-to-date employee totals:

Gross wages

Social security

Federal withholding

Medicare

State withholding

Voluntary deductions

Local withholding, if any

Employee totals for each pay period in the current quarter:

Gross wages

Social security

Federal withholding

Medicare

State withholding

Voluntary deductions

Local withholding, if any