



TPI

True Payroll Integration

PAYROLL • HR • BENEFITS • TIME & ATTENDANCE

CLIENT SETUP SHEET

Business Name: _____

DBA: _____

Address: _____

City: _____ State: _____

Zip Code: _____

Phone #: _____

Tax Payer's Name: _____

Fax #: _____

Contact: _____

Email: _____

Federal ID #: _____

State ID #: _____

SUI Rate: _____

SUI ID #: _____

Tax Deposit Frequencies: (Monthly) (Quarterly) (Semi Weekly)

Tax Method: (Impound) (Debit) Notes: _____

Payroll Frequency: (Weekly) (Bi-weekly) (Semi-Monthly) (Monthly)

Period-Start: _____ Period-End: _____ Check Day: _____

Bank Information: RT# _____ Acct# _____ (attach a voided check)

1st Payroll Date: _____ / _____ / _____

Please note that by engaging in business with TPI, if you are a debit method tax-pay client, you are required to reconcile your payroll account to ensure payments of taxes are made on a timely manner. TPI is not liable or responsible for delinquent taxes if you fail to notify us.

If you are a Direct Deposit client, you agree to cover all Direct Deposit return fees as well as the Direct Deposit face value. Failure to do so will result in potential reversal of paychecks to employees, withhold tax payments to tax authorities to cover and loss of Direct Deposit privileges.

Completed By: _____

Signature: _____

Date: _____ / _____ / _____

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www.tpipay.com