

JUST GOT PAID!

Payroll Processing Specialists

Transition Client Pick-Up Checklist

_____ **Employer Information Form (will sign when we meet)**

_____ **Last Quarterly Packet**

Form 941 (Federal w/h, SS and Med w/h and employer match., IT-501 – State w/h, ODJFS –Ohio Job & Family Services –State Unemployment –JFS-66111 940 Payment –filed annually, SD 101 –School District Withholders Only, City Quarterly Return (varies), BWC –(if service elected –semi-annual), Form 940 – Federal Unemployment Annual File, Ohio IT 941 ,Ohio IT-3 ,SD 141 (school district) ,City Annual

_____ **Employee Information Form (W-4, State Tax Forms)**

_____ **YTD Payroll Amounts Per Employee**

_____ **Declaration of Tax Representation (will sign when we meet)**

_____ **Reporting Agent Authorization (will sign when we meet)**

_____ **Summary of Contacts (will sign when we meet)**

_____ **Client Audit Form (will sign when we meet)**

_____ **Services Agreement (will sign when we meet)**

_____ **Voided Company Check**