

# Custom Payroll Associates, Inc.

## NEW CLIENT INFORMATION SHEET

Legal Name: \_\_\_\_\_

DBA: \_\_\_\_\_  
(This will be the name that prints on the direct deposit vouchers.)

Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Executive Contact:** \_\_\_\_\_ Title: \_\_\_\_\_

Ph#: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax#: \_\_\_\_\_

Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

**Authorized Payroll Contact:** \_\_\_\_\_ Title: \_\_\_\_\_

Ph#: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax#: \_\_\_\_\_

**Email Address:** \_\_\_\_\_  
(This is the email address that will be used to send confidential payroll reports.)

**Authorized CPA Contact:** \_\_\_\_\_

Ph#: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email: \_\_\_\_\_

**Email Address:** \_\_\_\_\_  
(This is the email address that your CPA/Outside accountant will be used copy of payroll reports.)

First Check Date \_\_\_\_\_ Pay Period Ending Date \_\_\_\_\_

Pay Period Is (Check one)  Weekly  Bi-weekly  Semi-monthly  Monthly

Federal EIN # \_\_\_\_\_ Unemployment Tax State: \_\_\_\_\_

Federal Tax Deposit Freq: (Check One)  Semi-weekly  Monthly

State Unemployment Tax Id#: \_\_\_\_\_ State Unemployment Tax Rate: \_\_\_\_\_

State Income Tax ID #: \_\_\_\_\_ Other Tax Id#: \_\_\_\_\_

Earnings Types:

Deductions Types:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Authorized Signature