

Dear Payroll Client:

Thank you for choosing Anderson, Petersen & Co., P.C. to meet your payroll needs. In order to set up your complete payroll program; we will need the following information:

1. A completed *Employee Payroll Information Sheet* and W4 form for each employee on the payroll system. We provide these forms for you.
2. A “voided” company check for bank information needed to print your payroll checks and the **check number** to begin your payroll checks. Choose a check number that will not interfere with the checks you use at your business with the same account.
3. All year-to-date payroll history information for each employee, if applicable, plus copies of the current year’s payroll tax reports, if applicable.
4. The payroll frequency and the date you wish the payroll checks to be dated. We will discuss with you the time needed to process the payroll, including mailing, pickup or delivery methods.
5. Because we will be handling your quarterly payroll taxes, we will need you to forward to us any payroll tax forms that you receive—the 941 and 940 forms from the IRS, Utah Department of Workforce Services form and wage list, and the Utah TC96Q coupon booklet. These forms will usually arrive about a month before they are due each quarter. Coupon booklets and other payroll information usually arrive yearly at the beginning of each year. Call us if you have any question as to what forms to forward to us.

As part of your payroll you are required:

- To make a federal deposit for taxes withheld for Social Security, Medicare, and federal taxes. This can be done either with an 8109 coupon or can be withdrawn from your bank electronically via EFTPS. The deposit dates and method will depend on your payroll and as part of our service we will help you determine which method to use.
- To make withholding payments for state taxes withheld either monthly or quarterly. The state will determine which payment system you will be using. We will also be assisting you with this information as part of our payroll services.
- To have Workers’ Compensation Insurance. This is your responsibility but we can assist you in applying for this insurance at your request.

If at any time you have questions regarding your payroll and our services, please feel free to contact us at (801) 298-1067.

Sincerely,
ANDERSON, PETERSEN & CO., P.C.