Online Payroll: Set-Up Checklist for Regions' Customers

Getting started with Regions Online Payroll is easy. *Our setup process is completely self-guided – we make it easy!* No tutorials or training are required in order to complete setup and run payroll. We even make switching from another payroll solution easy by enabling you to input YTD payroll history so you can use the service to meet your current year quarterly and annual needs right now.

However, in the event you have questions or require assistance during the setup process, our Online Payroll Support Team is here to help. Simply click Help & Support from your account for assistance – *we are glad to help!*

The initial step is to organize all the necessary information so that you are prepared to walk through the Regions Online Payroll guided setup process. <u>Completing this form is not required to begin setup</u>; this is simply a tool to help you prepare to complete the setup process, if you would like to be prepared in advance:

Start-Up Item	**Location**
❑ Complete Employer Information Sheet	See page 2
❑ Complete Employee Information Sheet	See page 4
❑ Complete Contractor Information Sheet	See page 6
❑ Employee & Contractor Setup Forms	Regions Online Payroll provides the necessary setup forms for each employee or contractor, once they have been added to the account. If you need blank forms beforehand, we have provided a few useful links below to help you get the forms directly from the government agency web sites.

USEFUL LINKS

Application for Employer Identification Number (EIN)	http://www.irs.gov/pub/irs-pdf/fss4.pdf
Employee's Withholding Allowance Certificate (Form W-4)	http://www.irs.gov/pub/irs-pdf/fw4.pdf
Employment Eligibility Verification	http://uscis.gov/graphics/formsfee/forms/files/i-9.pdf
State Specific Forms	https://www.paycycle.com/resources/stateAgencies.jsp

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EMPLOYER INFORMATION SHEET

General Information

Business Name ________________________________ Contact Name _______________________

Business Address ________________________________ Phone ______________________

City, State, Zip ________________________________ Fax ______________________

Email ______________________

Filing Name (if different) ________________________________

Filing Address (if different) ________________________________

City, State, Zip ________________________________

Company Type ❍ S-Corp ❍ C-Corp ❍ LLC ❍ LLP ❍ Partnership
❍ Sole Proprietor ❍ 501c3 ❍ Other _____________

Payroll Information

No. of W-2 employees _____
No. of 1099 contractors to be paid through payroll _____

First Date To Run Payroll MM____/ DD____/ YY ____

Federal EIN ______________________________ ❑ Applied For

State Employer Account No. _______________ ❑ Applied For

State Unemployment No. ___________________ ❑ Applied For

State Unemployment Insurance Rate ________% (if known)

Other state tax rates, if applicable:

____

____

Federal Deposit Schedule

❑ Monthly
❑ Semi-Weekly
❑ Other_______________

State Deposit Schedule
Only applicable to states with income tax

❑ Same as federal
❑ Other_______________

Attach any historical payroll information from this calendar year for all active <u>and terminated</u> employees

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- ❑ We have not run any payroll yet this year

If you will begin using our service at the start of the 2nd, 3rd or 4th calendar quarter (April 1, July 1, or October 1), please include:

- ❑ Year-to-date wages, taxes, and deductions for each employee
- ❑ Dates and amounts of all payroll tax payments made to date for current year tax liabilities

If you will begin using our service in the middle of a calendar quarter, please include:

- ❑ Year-to-date wages, taxes, and deductions for each employee as of the most recent payroll
- ❑ Year-to-date wages, taxes, and deductions for each employee as of the end of the most recent calendar quarter *(not applicable if you're starting in the middle of the first calendar quarter)*
- ❑ Payroll register or other summary for <u>each</u> payroll date in the current quarter, including total amounts for each wage item, tax, and voluntary deduction on that date.
- ❑ Dates and amounts of all payroll tax payments made to date for current year tax liabilities

Notes:

EMPLOYEE INFORMATION SHEET

Complete this form for each employee.

General Information

Employee Name ________________________________ Birth Date MM____/DD____/YY____

Address _________________________________ Hire Date MM____/DD____/YY____

City, State, Zip _________________________________ Social Security No. ____________________

Email Address _________________________________ Gender ❍ Female ❍ Male

Direct Deposit Information

Will this employee be paid by direct deposit?

Direct deposit ❍ Yes ❍ No If yes, attach completed Authorization of Direct Deposit form

Tax Information

Please attach or specify the following information for this employee:

❑ Attach completed federal Form W-4

❑ Attach completed state withholding form
Only applicable if state income tax and filing status/allowances are different from federal

❑ Specify any payroll taxes that this employee is exempt from, such as state unemployment, social security, or Medicare:
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❑ Specify any local taxes that need to be withheld from this employee's paycheck: ________________________

Notes:

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Pay Information
How often will this employee be paid?

Pay Frequency	**Payday details**	
❍ Every Week	Date(s) or day(s) employees paid	________________________
❍ Every Other Week	*(e.g. 1st and 15th of the month)*	
❍ Twice a Month		
❍ Every Month	Period Covered	________________________
❍ Other________	*(e.g. Paycheck on the 1st covers the 16th to the end of the prior month)*	

Which types of pay does this employee receive?

❑ Salary _______ per _____	❑ Bonus	❑ Clergy Housing (Cash)
❑ Hourly _______ per hour	❑ Commission	❑ Clergy Housing (In-Kind)
❑ 2nd hourly rate _______ per hour	❑ Double overtime	❑ Bereavement Pay
❑ Overtime Pay	❑ Allowance	❑ Group Term Life Insurance
❑ Sick Pay	❑ Reimbursement	❑ S-Corp Owners Health Ins.
❑ Vacation Pay	❑ Cash Tips	❑ Personal Use of Company Car
❑ Holiday Pay	❑ Paycheck Tips	❑ Other:

Select the voluntary deductions that apply and enter the $ or % amount to be deducted from each paycheck

Deduction	**$ Amount or % of Gross**	**Deduction**	**$ Amount or % of Gross**
❑ Pre-tax medical		❑ 403b	
❑ Pre-tax vision		❑ Simple IRA	
❑ Pre-tax dental		❑ SAR SEP	
❑ Taxable medical		❑ Medical expense FSA	
❑ Taxable vision		❑ Dependent care FSA	
❑ Taxable dental		❑ Loan Repayment	
❑ 401K		❑ Cash Advance Repayment	
❑ Simple 401K		❑ Other ___________	

Is this employee subject to wage garnishments, such as a federal tax or child support garnishment?
❑ Yes ❑ No If yes, attach copies of all garnishment orders

Sick and Vacation
If this employee earns paid time off, complete the section below; otherwise, leave blank.

Sick Pay

No. of Hours Earned Per Year ________
Max. hours accrued per year (if any) ________

Current Balance ________

Hours are accrued:
❍ As a lump sum at the beginning of year
❍ Each pay period
❍ Each hour worked

Vacation Pay

No. of Hours Earned Per Year ________
Max. hours accrued per year (if any) ________

Current Balance ________

Hours are accrued:
❍ As a lump sum at the beginning of year
❍ Each pay period
❍ Each hour worked

Notes:

CONTRACTOR INFORMATION SHEET

Complete this form for each 1099 contractor.

General Information

Contractor Type ❍ Individual ❍ Business

Contractor Name ____

Address ____

City, State, Zip ____

Email Address ____

Social Security No./
Employer Identification No. ____

Direct Deposit Information

Will this contractor be paid by direct deposit?

Direct deposit ❍ Yes ❍ No If yes, attach completed Authorization of Direct Deposit form.

Pay Information

Has this contractor already been paid this calendar year?

❍ Yes ❍ No

If yes, enter the total compensation and/or reimbursement amounts that you have paid the contractor during the current year.

Compensation amount $ ___________

Reimbursement amount $___________

Notes

Setup Walkthrough:

Setting up payroll is usually pretty easy. Here's what to expect:

First, we'll ask you some basic questions about your company and have you select a user name, password and secret question (so you can log into your account later).

Next we'll ask you questions about your employees. You'll want to enter all the employees you wish to pay, as well as anyone who has received wages this calendar year.

Thirdly, you'll complete the tax section. If you're not sure of any information in this section, we'll guide you, and in some cases, you can select default conservative values if you still aren't sure what the answer is.

Fourthly, if you have paid employees this year, you'll enter pay history for your employees and for your company, to ensure that the employee paystubs, and your tax records, including the forms you'll be filing with us, are accurate.

If at any time you need help with this process, click Help & Support to see your options! Our support is timely, friendly, and expert; we'd be happy to help you get started with us.

Once Setup is complete, you can run payroll. You can also setup electronic services from the Setup tab of your account. There are a few different steps to complete in this process, but your To Do list and the emails we send you will keep you on track. To begin, click Electronic Services, select the options you need and then print, sign and fax the authorization forms.

There are a few other options, like accounting software export, which can also be set up. We offer export to most major accounting software packages.

Once you're run payroll, your To Do list will be your guide to tasks that are outstanding on your payroll account. Our email reminders also keep you on track and let you know when you need to log in and complete tasks.

Congratulations on your decision to simplify payroll with Regions Online Payroll!