

# Set Up Checklist for Payroll Process

## 1. Company

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

TIN/EIN: \_\_\_\_\_



## 2. Workers

- Employee
- Contractors
- Both



## 3. Payment

- Hourly
- Salary
- By the Piece
- Commission



## 4. Pay Cycle

- Weekly
- Bi-Weekly
- Semi-monthly
- Monthly



## 5. Benefits

- None
- Health insurance
- Dental
- Vision
- 401k
- Life/ADD
- Commuter
- Other



## 6. Run Payroll

- None/manual
- Accounting Software
- Payroll Software
- Payroll Service
- PEO



## 7. Payroll Account

Bank \_\_\_\_\_

Routing # \_\_\_\_\_

Account # \_\_\_\_\_



## 8. Documentation

- Paper files
- Online

