



Evergreen Bookkeeping Solutions

New Client Payroll Information Form

Legal Name w/ IRS _____

EIN # _____

Legal Address _____

Tax Return Signer _____ Title _____
(if multiple signers available, leave blank and we will leave blank on return)

Persons with Authority to Authorize Payroll / Timesheets

1. _____ 2. _____

Washington State Labor & Industries Info:

Account ID _____

Are any Corporate Officers / Members Exempt? Yes / No

If so, which ones? _____

Washington State Employment Security Info:

ES Reference # _____

Are any Corporate Officers / Members Exempt? Yes / No

If so, which ones? _____

Payroll Schedule

How often do you want to process payroll?

Weekly / Monthly / Bi-Weekly / Semi-Monthly

What day (or date) does your payroll end? _____

What day (or date) will your payday be**? _____

**Paydate must be at least two business days after pay end date for direct deposit

Signature

Date