

EMPLOYER INFORMATION SHEET

General Information

Business Name _____	Contact Name _____
Business Address _____	Phone _____
City, State, Zip _____	Fax _____
Filing Name (if different) _____	Email _____
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 _____ <input type="checkbox"/> Applied For ** State Employer Account No. _____ <input type="checkbox"/> Applied For ** State Unemployment No. _____ <input type="checkbox"/> Applied For ** State Unemployment Insurance Rate _____% (if known) Other state tax rates, if applicable: _____ _____	Federal Deposit Schedule <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Weekly <input type="checkbox"/> Other _____ State Deposit Schedule <i>Only applicable to states with income tax</i> <input type="checkbox"/> Same as federal <input type="checkbox"/> Other _____
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**I authorize Karen Roop of Business Buddy Inc. to register my business online with the IRS and/ or the Commonwealth of Virginia. This registration will include registration in online tax deposits know as EFTPS online (IRS) and i-file (Virginia).

Company Signature _____

Attach any historical payroll information from this calendar year for all active and terminated employees

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 each 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: