



NEW ENGLAND PAYROLL SERVICES, LLC
3190 WHITNEY AVENUE, BLDG #8, HAMDEN CT 06518
CLIENT START UP AND AUTHORIZATION

TAXPAYER INFORMATION form with fields for TAXPAYER, D/B/A NAME, ADDRESS, CITY, STATE, ZIP, PHONE, FAX, CONTACT NAME, and EMAIL ADDRESS.

PAYROLL INFORMATION form with fields for PAY PERIOD, # OF EMPLOYEES, FED. ID #, DEPOSIT FREQ., STATE REG.#, STATE UI #, U/I % RATE, PAY PERIOD STARTS, PAY PERIOD ENDS, PAY DATE, METHOD OF SUBMITTING PAYROLL, METHOD OF PAYROLL DELIVERY, and FIRST PAYROLL DATE WITH NEPS.



NEW ENGLAND PAYROLL SERVICES, LLC
 3190 WHITNEY AVENUE, BLDG #8, HAMDEN CT 06518

CLIENT START UP AND AUTHORIZATION

*** **MEDICAL COVERAGE / PENSION** ***

DO YOU HAVE A MEDICAL 125 (CAFETERIA) PLAN? YES___ NO___

DO YOU HAVE A PENSION / 401K PLAN, IF SO WHAT DOES IT ENTAIL (i.e.) COMPANY MATCH

<<<<<PLEASE PROVIDE US WITH A SUMMARY PLAN DESCRIPTION>>>>>

NEPS WRITES CHECK FOR 401K PAYMENT YES___ NO___

HOW WOULD YOU LIKE US TO CUT A CHECK? PER PAYROLL ___ OR MONTHLY ___

REPORTS FOR 401K PLAN PER PAYROLL ___ OR MONTH TO DATE ___

*** **EMPLOYER SETUP** ***

COPY OF VOIDED CHECK OF CHECKING/PAYROLL ACCOUNT:

CHECKS OUT OF CLIENT'S ACCOUNT YES___ NO___

OR CHECKS OUT OF NEPS ACCOUNT YES___ NO___

STARTING PAYROLL CHECK NUMBER:

WILL YOU HAVE YOUR SIGNATURE ON FILE? YES___ NO___ N/A IF FROM NEPS ACCT.

<<<<< NOTE THERE IS A ONE TIME FEE OF \$79.00 FOR A SECURITY ENCRPTION OF SIGNATURE>>>>>

PRINT COMPANY PAID DEDUCTIONS ON PAY STUB? YES___ NO___

PRINT VACATION / SICK INFORMATION ON PAY STUB? YES___ NO___

PRINT SOCIAL SECURITY NUMBER ON STUB? YES___ NO___

PRINT LAST 4 DIGITS OF SSN ONLY? (OPTION AVAILABLE ON CHECKS) YES___ NO___

PRINT DIRECT DEPOSIT ACCOUNT NUMBER ON STUB? YES___ NO___

DO YOU WANT **NEPS** TO MAKE THE CHECKS FOR OTHER PAYMENTS? YES___ NO___

(i.e.) GARNISHMENTS, CREDIT UNION, 401K,etc.

IF CHECKS ARE SIGNED WOULD YOU LIKE THEM SEALED IN ENVELOPES? YES___ NO___

IF ANY OF YOUR DEDUCTIONS ARE EXEMPT FROM TAXES PLEASE ADVISE US AS TO WHICH DEDUCTIONS ARE EXEMPT AND FROM WHICH TAXES

*** COMPANIES WITH TIPS ***

WOULD YOU LIKE NEPS TO ADJUST TIPS DECLARED TO MEET STATE MINIMUM WAGE REQUIREMENTS? YES___ NO___



NEW ENGLAND PAYROLL SERVICES, LLC
 3190 WHITNEY AVENUE, BLDG #8, HAMDEN CT 06518

CLIENT START UP AND AUTHORIZATION

*** EMPLOYEE DIRECT DEPOSIT ***	
NUMBER OF EMPLOYEE'S WITH DIR. DEP.:	<input style="width: 100%;" type="text"/>
DAYS IN ADVANCE TO DRAFT EMPLOYERS ACCOUNT:	extra \$5.00 per run for 1DAY <input type="checkbox"/> NO CHARGE 2 DAY <input type="checkbox"/>
THERE IS A \$2.00 CHARGE FOR EMPLOYEES WITH INCORRECT ACCOUNT INFORMATION	
ROUTING # _____	ACCOUNT # _____
<<<<<IF DIFFERENT FROM PAYROLL CHECKING ACCOUNT>>>>>	

*** EFTPS TAX PAYMENTS - ACH DEBIT METHOD (FED 941 AND STATE W/H TAXES) ***	
FEDERAL 941 EFTPS:	YES___ NO___
STATE WITHHOLDING ELECTRONIC DEPOSITS:	YES___ NO___
HOW WOULD YOU LIKE NEPS TO MAKE TAX DEPOSITS?	ON PAYROLL DATE ___ OR ON DUE DATE ___

*** TAX IMPOUNDING (UNEMPLOYMENT TAXES) ***	
WOULD YOU LIKE NEPS TO WITHHOLD UNEMPLOYMENT TAXES FROM YOUR ACCOUNT EVERY PAYROLL?	
FEDERAL:	YES___ NO___ PER PAYROLL ___ OR MONTHLY ___
STATE:	YES___ NO___ PER PAYROLL ___ OR MONTHLY ___
<<<<<PLEASE INFORM NEPS IF YOU ARE EXEMPT FROM FUTA OR SUTA>>>>>	

*** EMPLOYER BILLING ***	
NEPS WRITES CHECK FOR PAYMENT	YES___ NO___
NEPS DOES A DIRECT DEPOSIT FOR PAYMENT	YES___ NO___
SEND THE INVOICE AND CLIENT WILL MAKE THE CHECK	_____
HOW WOULD YOU LIKE TO BE BILLED?	PER PAYROLL ___ OR MONTHLY ___
AMOUNT OF FEE PER PAYROLL	<input style="width: 100%;" type="text"/>
W - 2 CHARGE PER EMPLOYEE AT YEAR END	<input style="width: 100%;" type="text"/>
YEAR END REPORT AND FILING CHARGE	<input style="width: 100%;" type="text"/>



NEW ENGLAND PAYROLL SERVICES, LLC
3190 WHITNEY AVENUE, BLDG #8, HAMDEN CT 06518
CLIENT START UP AND AUTHORIZATION

*** PAYROLL REPORTS ***

BASIC REPORTS INCLUDED IN THE PAYROLL JOURNAL:

- * PAYROLL DETAILS REPORT
* PAYROLL TOTALS REPORT
* DEPOSIT REQUIREMENT REPORT
* CHECK REGISTER REPORT
* TAX STATUS REPORT ***WILL BE INCLUDED FOR ALL THE COMPANIES THAT DO NOT PAY ALL THE TAXES EACH PAYROLL**

ADDITIONAL REPORTS NEEDED TO BE INCLUDE IN THE PAYROLL JOURNAL (i.e.) DEPARTMENTAL, 401K, YTD, LEAVE, etc.

Five horizontal lines for listing additional reports.

<<<<<PLEASE PROVIDE US WITH DETAILS ON SPECIFIC REPORTING NEEDED>>>>>

*** PAYROLL WORKSHEET ***

HOW WOULD YOU LIKE THE PAYROLL WORKSHEET SET UP?

LIST EMPLOYEES BY LAST NAME ___ OR BY DEPARTMENT ___

INCLUDE PAY RATES YES ___ NO ___

HOW WILL YOU BE SUBMITTING THE PAYROLL?

METHOD: PHONE ___ FAX ___ EMAIL ___

DAY: _____

TIME: _____

<TO ALLOW SAME DAY PAYROLL PROCESSING PLEASE FORWARD THE INFORMATION TO US BY 3:00PM >

<<<<< WORKSHEETS RECEIVED AFTER 3:00PM WILL BE PROCESSED ON THE NEXT BUSINESS DAY! >>>>>