The following is a checklist of information all businesses will need in order to get their payroll processed.

1) <u>Data</u> <u>required</u> <u>each</u> <u>pay</u> period

   a) W4 and State allowance certificate for each new employee
   b) VOID check for new employee for direct deposit
   c) Completed payroll template detailing each employee's salaries, hours, rates and all other relevant payroll data (To be faxed at 770-368-1060 or emailed to payroll@krishnanco.com)

2) <u>Data</u> <u>required</u> <u>for</u> <u>new</u> clients

   a) Payroll summary report, month-wise (For clients transitioning payroll during the year)
   b) Quarterly 941s filed with the federal (For all quarters filed prior to transitioning to Krishnan Company)
   c) Quarterly department of labor forms filed (For all quarters filed prior to transitioning to Krishnan Company)
   d) Quarterly department of revenue forms filed (For all quarters filed prior to transitioning to Krishnan Company)
   e) W4 for each existing employee and addresses for previous employees.
   f) VOID check for employees for direct deposit
   g) VOID check for the company to do tax EFTS.
   h) Details of tax payments- 941 (Federal) (Paid each month or each pay period prior to transitioning to Krishnan Company)
   i) Details of tax payments – 940 (FUTA) (Paid each month or each pay period prior to transitioning to Krishnan Company)
   j) Details of tax payments for state withholding (Paid each month or each pay period prior to transitioning to Krishnan Company)

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