# New Client Checklist

**Tax Filing Client**
- Wholesale Client Order Form (941/943/944)
- Reporting Agent Authorization (RAA)
- Client Account Agreement (CAA)
- Federal Identification Proof (such as a preprinted IRS document or previous return)
- Voided Check
- Check Signature Form (if applicable)
- State and Local Identification Numbers
  - Including State Unemployment Insurance (SUI) Rates
  - SUI Exemption Notice (if applicable)
- Employee W-4 Information, Including Terminated Employees
- Prior Quarter Payroll Amounts Including Employee Totals
- Current Quarter Balances
  - Employee Company Totals by Individual Payroll

**Non-Tax Filing Client**
- Wholesale Client Order Form (941/943/944)
- Federal Identification Proof (such as a preprinted IRS document or previous return)
- State and Local Identification Numbers
  - Including State Unemployment Insurance (SUI) Rates
  - SUI Exemption Notice (if applicable)
- Employee W-4 Information, Including Terminated Employees
- Prior Quarter Payroll Amounts Including Employee Totals
- Current Quarter Balances
  - Employee Company Totals by Individual Payroll

**Required Filing Documents per Quarter**
- First Quarter (January through March)
  - Federal 941
  - State 941
  - SUI Return
  - FUTA Deposit
  - Locals
- Second Quarter (April through June)
  - Federal 941
  - State 941
  - SUI Return
  - FUTA Deposit
  - Local
- Third Quarter (July through September)
  - Federal 941
  - State 941
  - SUI Return
  - FUTA Deposit
  - Locals
- Notes:

**Current Quarter Information**
- Starting Check Number ____________________________
- Number of Payrolls Processed in Current Quarter:
  ____________________________
- Check Dates: ________        ________        ________        ________        ________        ________        ________        ________
- Federal Tax Deposit Amounts by Date:
  ________        ________        ________        ________        ________        ________        ________        ________
- State Tax Deposit Amounts by Date
  ________        ________        ________        ________        ________        ________        ________        ________
- Local Tax Deposit Amounts by Date
  ________        ________        ________        ________        ________        ________        ________        ________
- Notes: