



Payroll for Partners

941 Filer 943/944 Filer

Client Order Form		
Firm Name _____		
Firm IID/CODE _____		
SETUP RESPONSIBILITY	<input type="checkbox"/> ADP	<input type="checkbox"/> Firm Client IID/Code _____

SALES REPRESENTATIVE EMAIL: _____

Please e-mail completed paperwork to:
Runwholesaleorders@adp.com

CLIENT INFORMATION	
Client Name:	_____
Business Type:	<input type="checkbox"/> New – no prior payrolls <input type="checkbox"/> Existing – prior payrolls <input type="checkbox"/> Existing – transfer from other ADP Platform
	Current processing: Branch _____ Company Code: _____
Payroll Frequency:	<input type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly
	Total Employees: _____ Active Employees: _____
Date Range of First Pay Period:	____/____/____ to ____/____/____
	Input Date of First Payroll: _____ Check Date of First Payroll: _____

CHOOSE ONE BUNDLE BELOW

NON TAX FILING

Features Include: Payroll Signature-ready tax forms Payroll reports

Select Feature: eFile/ePay General Ledger Integration Employee Access

Labor Law Poster Compliance Service (Indicate number of sets: ____ English ____ Spanish) (Additional Fees Apply)

Select Option: FIRM MICR Print FIRM Print Preprinted Check Stock CLIENT Print Preprinted Check Stock

TAX FILING

Features Include: Payroll Tax filing and depositing

Payroll reports Client access

W2s New Hire Reporting

Select Feature: Tipped Establishment

General Ledger Integration

Employee Access

Garnishment Payment Services

Labor Law Poster Compliance Service (Additional Fees Apply) (Indicate number of sets: ____ English ____ Spanish)

Select Payment Option: 24-Hour Direct Deposit

Aline Pay card

ADP Check (Must choose ADP Service Center Print and Delivery)

Client Checks

Select Print Option: ADP Service Center Print

Client Check

Check Signing and Stuffing? (Yes No)

ADP Check

Check Stuffing? (Yes No)

Firm Print

Preprinted Check Stock

MICR Print

Client Print - Preprinted Check Stock

Select Delivery Option: Delivery of Payroll

Delivery of Payroll and Reports

No Delivery

Shipping Label Client Contact Information:

Contact: _____

Address: _____

City, State, Zip: _____

TAX FILING AND HR

Features Include: Payroll Tax filing and depositing

Payroll reports Client access W2s

New Hire Reporting Employee Handbook Wizard

Job Description Wizard HR Toolkits

HR Forms & Documents Live HR HelpDesk

State and Federal Compliance Database

HR Compliance Updates

HR Fundamentals Online Tutorial

State and Federal Resources Quarterly Newsletter

Tip of the Week

Select Feature: Tipped Establishment

General Ledger Integration

Employee Access

Garnishment Payment Services

Labor Law Poster Compliance Service (Additional Fees Apply) (Indicate number of sets: ____ English ____ Spanish)

Select Payment Option: 24-Hour Direct Deposit

Aline Pay card

ADP Check (Must choose ADP Service Center Print and Delivery)

Client Checks

Select Print Option: ADP Service Center Print

Client Check

Check Signing and Stuffing? (Yes No)

ADP Check

Check Stuffing? (Yes No)

Firm Print

Preprinted Check Stock

MICR Print

Client Print - Preprinted Check Stock

Select Delivery Option: Delivery of Payroll

Delivery of Payroll and Reports

No Delivery

Shipping Label Client Contact Information:

Contact: _____

Address: _____

City, State, Zip: _____

FIRM SIGNATURE

"The signature below of an authorized representative of Firm confirms that Firm will be responsible for submitting copies of all prior quarter tax returns, proof of deposits for all taxes paid, and copies of all payrolls for the current quarter, listed payroll by payroll, to ADP in order to set up Firm's client as an ADP Full Level Tax Filing client."

FIRM Signature: _____

FIRM Contact Name: _____

Date: _____

Shipping Label Client Contact Information:

Contact: _____

Address: _____

City, State, Zip: _____

Client Contact Name for HR411: _____

Client Contact Email for HR411: _____

Client Contact Phone Number: _____

*HR411 will appear 24 hours after the payroll has been processed with HR411 activated. The HR Service Team will contact your client to review the product.