



New Client Data Form

Please fax to 866-794-5515 or email to payroll@pinkpayroll.com for prompt attention

Company Name _____
 Company dba _____
 Organization Type Corp (S or C____) LLC Sole Prop
 Partnership Individual
 Non-Profit 501(c)3 Church

Employees: _____
 Payroll Frequency: W-BW-SM-M- _____
 Direct Deposit: Y – N
 Deductions Y-N PTO Y-N
 Submits payroll _____ day for _____ day

Account Signer & Primary Business Owner
 First Name _____
 Last Name _____
 Title (title on file w IRS, see below)* _____
 SS# (for ACH Bank Transfers) _____
 Email _____
 Office Phone _____
 Cell Phone _____
 *Titles: President/VP for Corp Owner if Sole Proprietor Managing Member for LLC Other? _____

PLEASE PROVIDE US:
 Business Check Copy/Scan
 Proof of FEIN (Federal Tax ID)
 Proof of EDD # (State Tax ID)
 Account Signer Driver's License

Tax IDs
 FEIN (Federal Tax ID) _____
 EDD# (State Tax ID) _____

Company Banking Info
 Bank Name _____
 Routing Number _____
 Account Number _____

Company Addresses (write same if applies)

	Physical	Tax Mailing Address	Paycheck Mailing
Street Address 1	_____	_____	_____
Street Address 2	_____	_____	_____
City, State	_____	_____	_____
ZIP	_____	_____	_____
Phone	_____	_____	_____

Other Authorized Payroll Parties - *authorization form you sign will include details

Full Account Authorization (example: a business partner, spouse. Unless authorized, no account access will be given)
 Name|email|Phone|Title: _____
 Name|email|Phone|Title: _____

Limited (Payroll Submission, new employee setup, wage changes, view reports etc.) (example: office manager)
 Name|email|Phone|Title: _____
 Name|email|Phone|Title: _____

IF we are setting up State Employment Tax ID, provide:

Owner name, SS and Driver's License _____
 Owner name, SS and Driver's License _____
 Owner Name & Percent Owned _____
 Date Business Started (approx) _____
 Type of Business / Describe Briefly _____

Submitted to Pink Payroll by:
 Name _____ Org _____
 Ph _____
 email _____
 date submitted ___/___/___
 Ck FEIN EDD DL Inv