

For all new Advantage Payroll accounts we will need the following:

1. **8655 Reporting Agent Authorization**
2. **Federal Tax Deposit Requirement**
3. **Payroll and Tax Processing Agreement-** The following items, which need to be completed on the Payroll and Tax processing Agreement: Legal name, address, phone number, fax number, first run date, first check date, pay cycle, entity type, Fed ID#, State ID #, SUI #, are there wages to be converted year to date/quarter to date, corporate officer and SS#.
4. **New York State Power of Attorney-** Please sign under Section 6 and either have notarized or signed by two disinterested individuals under Section 7

*Please sign the Payroll and Tax Processing Agreement twice under section D and also complete and sign forms 8655, The Federal Tax Deposit Requirement form, and the New York State Power of Attorney.

Please return a voided check from your company account

We will also need the following:

All employee information

- a. **W-4 information** (name, address, ss #, marital status, exemptions)
- b. **Department names and numbers**
- c. **Rates of pay and hire dates**
- d. **Voluntary deductions** (medical, dental, 401k etc.)
- e. **Direct Deposit information**

If you have had prior payroll this year:

- a. **Year to date totals by employee** (gross, FICA, federal, state, local, and voluntary deductions)
- b. **Current Quarter totals by employee** (gross, FICA, federal, state, local, and voluntary deductions)
- c. **Current Quarter tax liabilities by pay period** (FICA, fed, state, and local)
- d. **Current Quarter tax deposits** (FICA, fed, state, and local)
- e. **Prior Quarter Returns**

Any questions please contact our office at (516) 931-8400 ext. 27. All completed paperwork can be faxed to (516) 931-8500 or mailed to:

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