Account Setup Information Sheet

We've made our simple setup even simpler with this form where you can collect all the information needed to get payroll-ready, fast. You can print this sheet out and use a pen, or just fill it out electronically, right in the PDFYou'll find all the same menus and selections you'll see during setup.

Use this form to round up the information you'll need:

- Basic information, like your company tax ID, address, and contact information
- Financial information, including the payroll bank account and login credentials
- Owner/Officer ID and contact information, including a direct phone number
- Payroll schedule and approximate payroll amounts
- Name and address of at least one worksite

Basic Company Information

Federal Employer Identification Number (FEIN) as registered with the IRS

Example: 00-0000000

Company entity type

Example: "LLC"

Company industry

Full company name as it appears on your tax returns

Company phone number

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Account Setup Information Sheet

Company Financial Information

Company Bank Account

Routing number for the business checking account used to

Account number for the business checking account used to pay workers

Company Owner or Officer Contact

Information Full legal name of company

Title

Direct email

Direct phone number

Social Security number

Date of birth

Home street address (do not use a PO Box)

Unit #

City

State

Zip code

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Payroll Information

Payroll schedule / pay frequency

How often do your employees have a payday?

Ex: "Bi-weekly", "Semi-monthly", "Monthly", etc.

Approximate payroll amounts

Estimated gross wages each payday (rounded to thousands)

$

Approximate number of workers on payroll (not an exact count)

Ex: "1", "2-10", etc.

Desired date of your first pay run

This date may be adjusted, if needed, as determined by your company or OnPay

Ex: MM/DD/YY

Payroll Contact (if different than owner/officer)

Direct phone number of the individual or department who manages your company's payroll

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Company Address and Primary Worksite

Company mailing address (Required)

The physical street address of the company, as registered with the IRS. (Does not have to be a worksite)

Street address

Unit #

City

State

Zip code

Company worksite

At least one (1) company worksite name and physical address (may differ from Company mailing address)

Worksite name

Street address

Unit #

City

State

Zip code

Additional company worksites

You can also get a head start on setting up any additional worksites by collecting that information on the following page.

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Account Setup Information Sheet

Additional Company Worksites

Additional company worksite name and physical address

Worksite name

Street address

Unit #

City

State

Zip code

Additional company worksite name and physical address

Worksite name

Street address

Unit #

City

State

Zip code

Additional company worksite name and physical address

Worksite name

Street address

Unit #

City

State

Zip code

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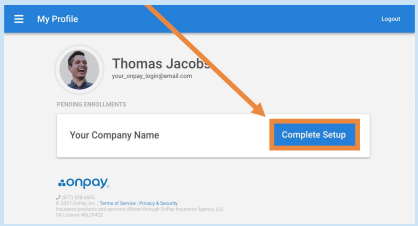
Account Setup Information Sheet

Next Steps

1 [Log in→]

Log into app.onpay.com to get started.

2 ### Click Complete Setup



3 ### Onboard your company

If you need any help along the way, we've gathered resources and instructions for you at onpay.com/onboarding

Help and Support

welcome@onpay.com

(877) 328-6505

Mon-Fri 9AM-8PM Eastern

Our Tax Accuracy Guarantee

Bottom line: We take the accuracy of our payroll tax calculations very seriously — and our accuracy guarantee ensures we'll always have your back.

However, because we file on your behalf using information provided by you, it's important that you provide and input accurate information about your company, its employees, and the states and districts in which they live and your business operates, including all IDs and tax rates. Our Tax Accuracy Guarantee picks up where you leave off by covering all our calculations, and the filings and payments we base on them.
In rare circumstances, OnPay may need additional information from you, or may request you take action in order for us to file and pay your taxes. If such information is requested by us, but never provided by you, any affected tax filings and payments will not be covered by our Tax Accuracy Guarantee.

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