

# 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 PDF. You'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

Company industry

*Example: "LLC"*

Full company name as it appears on your tax returns

Company phone number

# Account Setup Information Sheet

## Company Financial Information

### Company Bank Account

Routing number for the business checking account used to pay workers

Account number for the business checking account used to pay workers

### Company Owner or Officer Contact Information

Full legal name of company owner or officer

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

# Account Setup Information Sheet

## 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

# Account Setup Information Sheet

## 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 #

<input type="text"/>	<input type="text"/>
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City

State

Zip code

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Company worksite

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

Worksite name

Street address

Unit #

<input type="text"/>	<input type="text"/>
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City

State

Zip code

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Additional company worksites

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

# 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

## Next Steps

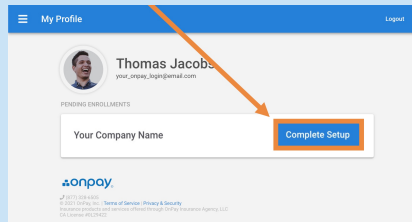
1

[Log in](#) →

Log into [app.onpay.com](https://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](https://onpay.com/onboarding)

## Help and Support

✉ [welcome@onpay.com](mailto: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.