



RIGHT ON THE MONEY LLC

A Full Service Payroll & Tax Preparation Company

Welcome to Right On The Money LLC! Following are the forms that I will need you to sign and return in order to begin running your payroll. Please fill in as much as you can and call me if you are unsure of what information is needed.

ROTM Service Agreement

Form 8655 – which allows me to file your Federal tax deposits electronically

Authorization to register you with Webfile for business.

SSN Authorization – which allows us to verify the social security numbers of your employees

W-4's – to be completed by each person on your payroll (this form can be copied)

Direct Deposit Authorization – to be completed by each person who wants direct deposit **and returned with a voided check or savings deposit slip.**

I will also need:

A voided check from your business checking account

All Year To Date payroll information (if any). This includes full breakdown of each check written and a record of all taxes paid for the current year

Business Type: (C Corp, S Corp, Partnership, LLC, Sole Proprietorship) _____

What is your Federal EIN? _____

Amount of last 3 returns submitted to DOR: _____

What is your DUA number? _____

What is your current DUA rate?

What is your filing frequency?

What check number you would like to start your payroll checks at _____

What would you like for a payday? _____ Week ending _____ How often? _____

Please advise us of any special requests you may have:

(more information on reverse)



Please be aware that it takes approximately 2 weeks to process some information and I will be unable to assume any liability for your payroll taxes until this process is complete. Please make it a practice to send me all notices from the IRS, MDOR, DUA and your Workman's Comp audit as soon as they arrive. Without this information, I may not complete your payroll taxes correctly. Also, I will be sending you more forms that require your signature from time to time. It is important that you review everything and then return those forms as quickly as possible. Please do not hesitate to contact me if you have any questions.

Sincerely,

Andrea Peterson