Payroll Tax Onboarding Checklist

Information commonly needed to establish, transition, or review payroll tax compliance.

Sage the Sloth
Slow Down. Plan Smart. Save More.

Employer information

Legal business name	
DBA	
EIN	
Entity type	
Business address	
Primary contact	
Payroll frequency	
First payroll date to be serviced	

Federal and state accounts

- [ ] EFTPS enrollment and federal deposit schedule
- [ ] State withholding account number
- [ ] State unemployment account number and current rate
- [ ] Local wage/payroll tax account numbers
- [ ] Copies of most recent Forms 941 and 940
- [ ] Copies of recent state and local payroll filings

- [ ] Open payroll tax notices or balances due

Employee information

- [ ] Employee legal name, address, Social Security number - provide securely
- [ ] Hire date and work location
- [ ] Completed Form W-4 and state/local withholding forms
- [ ] Pay rate or salary
- [ ] Pre-tax deductions and benefit elections
- [ ] Direct-deposit information - provide securely
- [ ] Year-to-date wages, withholding, deductions, and employer contributions

Year-end and transition controls

- [ ] Prior payroll register and quarter-to-date totals
- [ ] Prior provider contact/export information
- [ ] Responsibility for W-2/W-3 filing confirmed
- [ ] Responsibility for 1099 filing confirmed
- [ ] Payroll approval contact and submission deadline
- [ ] Secure method established for exchanging payroll data

Important: This resource is a general preparation tool and is not legal or tax advice. Additional information may be required based on your facts, filing status, entity type, states, localities, or tax notices.

Please do not email Social Security numbers, bank account information, or other sensitive documents. Use the firm's secure document portal when available.