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## Payroll Set-up Checklist

- Engagement Letter – sign and date
- Form 8655 Reporting Agent Auth. – complete items 1a-8 then sign & date
- Client Information Form – provide information requested
- Payroll Funding Authorization Form – complete then sign & date
- Form W4, Direct Deposit Form & Employee Information Sheet – have each employee complete these forms or provide the info from your current payroll company in list form
- Copies of any 941's filed during the current year
- For each employee: payroll data with totals for each quarter in the current year, totals for any months since the last quarter ended, and year to date totals.
- Payroll summary data with totals for each quarter in the current year, totals for any months since the last quarter ended, and year to date totals.
- What is your pay frequency:
  - Weekly
  - Biweekly
  - Semi-Monthly
  - Monthly
- What was your most recent pay period: \_\_\_\_\_
- What was your most recent pay date: \_\_\_\_\_
- If your pay date falls on a weekend or holiday, do you want your pay date to be on the first business day before the weekend/holiday or the first business day after the weekend/holiday?
  - First business day prior
  - First business day after