**Information Needed for Payroll Conversion:**

* Signed Payroll Documents including POAs and Reporting Agent Authorizations
* Voided Check (Including: Bank Name, Address, Routing#, Account#, Account Type)
* Proof of federal and state tax ID numbers
* Pay Frequency / Pay Period Start / Pay Period End / Pay Date
* Employee information for all active **and terminated** employees for the current year:
	+ Name
	+ Address
	+ Rate of Pay
	+ Departmental Information
	+ Social Security Number
	+ Direct Deposit Information
	+ Marital Status/Exemptions
	+ Accrual Info
	+ Voluntary Deductions
	+ Garnishment Set Up Docs
* SUI Rate for Current Year
* Detail for Taxability of each Company Deduction
* Federal (941) and State Tax Returns for previous quarters in current year
	+ 1st Qtr
	+ 2nd Qtr
	+ 3rd Qtr
	+ 4th Qtr
* Federal and State (Federal, FUTA, SUTA, WH) tax deposits made in the current year:
	+ 1st Qtr
	+ 2nd Qtr
	+ 3rd Qtr
	+ 4th Qtr
* Year-to-date and quarter-to-date company totals and employee totals:
* Gross wages
* Federal withholding
* State withholding
* Social Security
* Medicare
* Voluntary Deductions
* Employee and Company totals for each pay period in the current quarter:
* Gross wages
* Federal withholding
* State withholding
* Social Security
* Medicare
* Voluntary Deductions
* GL Chart of Accounts (if applicable)

**Additional Conversion Notes:**