



PAYROLL INQUIRY FORM

COMPANY NAME:

GENERAL QUESTIONS

	How many employees do you have or expect to have in the next 3 months
	How often will you pay your employees
	Employees are paid hourly or salary or a combination of both
	Federal Employer's Identification number
	ADOR online access sign on ID
	ADOR online access password
	Alabama DIR online access sign on ID
	Alabama DIR online access sign on password
	EFTPS PIN
	EFTPS Internet Password

PLEASE SELECT YOUR PREFERENCES

	All employees payroll amounts direct deposited to their bank accounts
	Some employees using direct deposit and some employees want paper checks
	All employees paid by paper checks

WAGE TREATMENT

	Fax or email input sheet to ABS for processing
	Deliver to ABS office
	I want to enter my employees hours on ABS website for processing

DIRECT DEPOSIT

	3 day turnaround (Payroll submitted to ABS on Wednesday, deposited to accounts on Friday) <i>\$5 per payroll</i>
	<i>OR</i>
	4 day turnaround (Payroll submitted to ABS on Tues, deposited to accounts on Friday) <i>\$8 per payroll</i>
	<i>Daily cut off 7PM Central time, excluding Federal Reserve Bank holiday</i>

PAPER PAYROLL CHECKS

	Mailed to your business to arrive on specified date
	Picked up at ABS office
	Printed at your business from ABS transfer file
	Order checks - \$150/1000, available in 1 week, supply voided blank check
	Indicate choice of color - Blue, Red, Green or Gray
	Starting check number

PAYROLL TAX TREATMENT

	ABS to file online & supply vouchers for monthly payments - 941 deposit by 15th of month following
	ABS to file online & supply vouchers for quarterly payments - FUTA, SUTA, State W/H by last day of month following
	<i>OR</i>
	I want to pay ABS each payroll for my employees wages and all taxes and fees

WORKMAN'S COMPENSATION INSURANCE

	I have workman's comp insurance from another source
	Please include workman's comp insurance with my payroll
	Please complete my annual Workman's comp audit when applicable

REQUIRED EMPLOYEE FORMS

- W-4 Federal filing status
- A-4 Alabama filing status
- W-11 2010 Hire Act Eligibility Form
- I-9 Employment Eligibility Verification
- Direct Deposit Authorization Form, if applicable
- Customer Information Form, for Direct Deposit, if applicable
- Signed Payroll Engagement letter