



Payroll Start-up Information Request

- Voided or Copy of Check: Starting Check # _____
- General Company Information
- Federal Employer Identification Number _____
- State Employer Identification Number _____
- Completed APS Employee Add/Change Form for all employee's
- Copies of Form's 941 & DE-6 for all current quarters (If Applicable)
- Employee Year-To-Date Earnings Report (If Applicable)
- Department Information
- Special Deduction Listing
- IRS Form 8655 - Authorized Reporting Agent (If Applicable)
- _____

Please complete this form and return with the above information.

We thank you for your business and look forward to meeting all your expectations.