

# Information Needed

1. Business legal name
2. Business DBA
3. LLC, Sole proprietor, S corp, C corp, or Partnership?
4. Date Organized
5. State Organized
6. Quickbooks, Peachtree, Freshbooks, other?
7. Organizational documents (partnership agreement etc)
8. Business bank account and routing numbers
9. If converting mid year:
  - a. Payroll Journals for all previous payrolls of year
  - b. All quarterly tax returns filed for year
  - c. All quarterly reports for year
  - d. All monthly reports for year
  - e.
10. All ID#s:
  - a. Federal ID
  - b. OH withholding ID
  - c. OH dept of Job and Family Services ID
  - d. Workers Compensation Policy #
11. List of all employees including:
  - a. Full name
  - b. Address
  - c. Social security number
  - d. Start date
  - e. Birth date
  - f. Pay rate
  - g. Pay frequency
  - h. W4
  - i. Direct deposit authorization form
12. Ohio Business Gateway Access – Filing Administrator
13. Information regarding person responsible including:
  - a. Full legal name
  - b. Date of birth
  - c. Social security number
  - d. Address
14. Auto-debit form for payment of our fee.