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1) For any new client starting at the first payroll of a quarter, we need the following employee information:

For each employee that has received a paycheck in the current year, an employee master file printout or similar report showing:

- a) W-4 copy or the information (name, address, social security number, marital status, # of exemptions claimed, and additional federal withholding, if any)
- b) pay rate, birth date, hire date, termination date if applicable, workers comp code if applicable
- c) division and department names and numbers
- d) all voluntary deduction amounts including any child supports or garnishments

2) For any new client starting at the first payroll of a quarter, other than 1st quarter, we need the following prior wages conversion information in order to properly prepare the quarterly reports and make sure the W-2's are going to be correct:

- a) Year to Date earnings since January 1, to include each employee's Gross Earnings, Taxes (SS, MC, FIT, and if any SIT and local taxes), Voluntary Deductions with copies of any child support or garnishment orders, Net, and any Employer Matching 401k amounts, for all employees including those terminated during the year. Please include a YTD summary for the company, as well.
- b) Prior Quarter Returns (IRS 941 and Texas Workforce employers quarterly and any other state returns for income tax or unemployment tax filings)
- c) Prior 940 FUTA deposit amounts and dates, by quarter.
- d) Amounts accrued, taken, and balances of your paid time off plans (vacation, sick, personal, etc.) and a copy of the policy if we are to set them up to accrue and post automatically.

This information will provide a perfect conversion of your prior payroll info into our system, and allow us to balance all the quarterlies, the payroll tax deposits, and W-2s.