



Payroll Conversion Check List

- Voided Check
- Proof of Federal and State ID numbers
- Employee information for all active and terminated employees in the current year:
 - Name
 - Address
 - Rate of Pay
 - Departmental Information
 - Social Security Number
 - Marital Status
 - Exemptions claimed
 - Voluntary deductions
- SUI rate for current year
- Forms 8941 for the look back period and remainder of previous year
- Federal (941) and state tax returns for previous quarters in current year
 - 1st quarter
 - 2nd quarter
 - 3rd quarter
 - 4th quarter
- Federal and state tax deposits made in the current quarter
- SUI tax deposits made in the current year
 - 1st quarter
 - 2nd quarter
 - 3rd quarter
 - 4th quarter
- FUTA tax deposits made in the current year:
 - 1st quarter
 - 2nd quarter
 - 3rd quarter
 - 4th quarter
- Year-to-Date and Quarter-to-Date company totals:
 - Gross wages
 - Federal withholding
 - State withholding
 - Local withholding
 - Social security
 - Medicare
 - Voluntary deductions with tax implications
 - State disability
- Company totals for each pay period in the current quarter
 - Gross wages
 - Federal withholding
 - State withholding
 - Local withholding
 - Social security
 - Medicare
 - Voluntary deductions with tax implications
 - State disability