RESOLVE
Accounting Professional Corporation

Payroll Checklist & Setup Form

The following items and information is required in order for us to setup your payroll files. Please fill in the information and provide the documents requested below:

Company Name: _____ Payroll start date: _____

Industry or Activity of Company: _____

For payroll processing we require at least 3 business days to prepare payroll. If you would like to receive the prepared paystubs on Wednesday, we need to have the payroll information (timesheets) in our office by 9 AM on Monday.

Payroll frequency (choose one)

A) Bi-weekly From _____ To _____

Paydate _____
Example: Pay period from Monday +13 days to Sunday, we will issue paystubs to you on Tuesdays, you will issue paycheques to employees on Fridays.

B) Semi-monthly Pay Period is 26th – 10th Payday is 15th
Pay Period is 11th to 25th Payday is last day of the month

C) Monthly From _____ To _____

Paystubs issued _____ Paydate _____
Example: January 1 – 31, we will issue paystubs to you on Feb 10th, you will issue paycheques to employees on Feb 15th. If advance is paid, we will issue at the same time

Overtime & Vacation Pay

A) Will overtime be **paid out** on each paycheque, or will it be **banked** for later use? (Choose one only)
B) Will vacation pay be **paid out** on each paycheque or **accrued** (choose one only)

Additional Information

- Employee Information Sheet, TD1 forms (Federal & Provincial) completed for each employee
- Credit Card authorization form (for processing of monthly payroll fee, as per Letter of Engagement) or $250 retainer