



BUSINESS SET-UP CHECKLIST

BASICS FOR ALL BUSINESSES

- **Completed** New Client Intake Form
- Owner's Driver's License & SS Card
- Operating Agreement
- Articles of Incorporation/Organization
- Prior two years business tax return
- Prior two years personal tax return
- Prior two years Depreciation Schedules
- FEIN (*Federal Employer Identification Number*)
- Prior year Year-End Financial Statements & Year-to-Date
- **Signed** Engagement Letter
- **Completed** ACH Agreement & Voided Check
- **Signed** Form 8655
- SS-4
- Confirmation Letter & PIN from EFTPS
- Confirmation Letter & Access Key from Dept of Workforce Development for Unemployment
- Packet from Dept of Revenue for MyTaxAccount

FOR PAYROLL SERVICES

- **Completed** Employee Payroll Paperwork
- Most recent Business Bank Statement – *all pages*
- WI Withholding Account Number & Frequency – *if applicable*
- SUTA Account Number & Rate – *if applicable*
- Detailed Payroll History – *if already doing payroll*
- Quarterly Reports for Year-End & Current Quarters filed – *if applicable*