



New FEIN/Pay Group Request Form

Please complete all items on this form and email to your support team for set up.

1. Company Name: _____

2. New FEIN Name: _____

Please note: The **Client Tax Form** will also need to be completed and returned with this form.

3. Will a new bank account be used for the new FEIN? Yes No

If yes, please complete the **New Bank Account Setup Form** and include a copy of a voided check.

4. Check frequency associated with this new FEIN:

Semi-monthly Biweekly Weekly Monthly Other _____

5. Will this FEIN have more than one Paygroup? Yes If No

yes to #5, we'll need information for each Paygroup in questions #6-8:

6. What should the payroll calendar(s) be named? _____

7. What will be the first day(s) of the pay period for this FEIN? _____

8. What will be the first check date(s) for this FEIN? _____

9. Will new Position titles be associated with this FEIN? Yes No

If yes, please complete the **Position Set-up Form** or fill out the **Position Attribute File** in conjunction with this form.

10. Will new States or Locations be associated with this FEIN? Yes No

If yes, please complete the **New State or Location Form**.

11. Will additional Levels need to be set up for this FEIN (for GL purposes)? Yes No

12. If yes, our team will reach out to you to discuss this topic in more detail.

12. Will additional Earnings or Deductions need to be set up for this FEIN? Yes No

If yes, please complete the **Earning Code Request Form** and/or the **Deduction Code Request Form**.





13. Will the Employees be manually added through the New Hire process? Yes No
If there are too many Employees to enter manually, please complete the EE Import File,
the Direct Deposit File, and the Per Payroll Deduction File. *

14. Do any of your current employees need to be transferred to this new FEIN?If Yes No
yes, about how many will need to be transferred? _____

15. What will the shipping instructions be for this new FEIN?

Once this FEIN is created, your Support Team will send you an email confirming the setup.

