



Payroll Service Company Setup

Company Legal Name: _____

d/b/a: _____

Company Legal Address: _____

Company Phone Number: _____

Principal Name: _____ Principal SS # ____-____-____ EMAIL: _____

Payroll Frequency: _____ (Weekly, every two weeks, etc)

Federal EIN: _____ Deposit Frequency: _____
(Semi-weekly, Monthly or Quarterly)

Mass withholding ID #: _____ Deposit Frequency: _____
(Semi-weekly, Monthly or Quarterly)

Mass unemployment ID#: _____ % Rate: _____

Mass PFML ID #: _____

Mass DOR / Mass Tax Connect login in info: Username: _____ P/W: _____

Mass DUA (Unemployment): Username: _____ P/W: _____

NOTE: WE ARE UNABLE TO SET UP A PAYROLL ACCOUNT WITHOUT THE DOR AND DUA INFO

(If we need to assist you in setting up the DOR and DUA accounts, please see list of necessary items in separate list)

INCLUDE: (the following can be emailed to: Payroll@ChipCapelli.com **OR** via Secure Upload on our website)

- Copy of voided check for the company payroll bank account
- Copy of current year quarterly Federal forms 941 and Massachusetts Wage M942 filings (OR the SS4 if this is a new entity or payroll has never been done under this FEIN)
- New Hire packets for each employee - see our website for all payroll forms –
 - Go to: www.ChipCapelli.com – Payroll – scroll down to “New Hire Packet”

Please allow 10 business days from the submission of all paperwork before your first payroll run.