

New Account Set Up
Easy 1..2..3.. Cover Page
VIA FACSIMILE 1.866.844.6658
Number of Pages _____ (including cover sheet)

From:	
Company Name:	
Phone Number:	
Email Address:	

Be sure to include the following forms in order for Advanced Financial Services to complete the registration process:

1. _____ Complete Initial Submission Packet
 _____ Easy Start Payroll Submittal Form
 _____ Form 8655 – Reporting Agent Authorization Form
 _____ Payroll Preparation & Tax Filing Agreement

2. _____ Provide Employee Set-Up Information
 _____ W-4's on all current employees
 _____ Hourly Rate or Salary
 _____ Direct Deposit Information (if applicable)

3. _____ Provide Historical Transaction (only needed if starting services after January 1st)
 _____ YTD Totals on all employees
 _____ Quarterly reports for current year
 _____ W-2 Mailing addresses for all terminated employees that worked during the current calendar year.

Once you have completed your documents, please send them to us via fax (1.866.844.6658) or email them to us at info@onepricepayroll.com.

If you have any questions concerning the set up process, feel free to contact us at 1.866.456.1995.