

PATRIOT SOFTWARE
NEW CLIENT CHECKLIST

BUSINESS NAME: _____

CLIENT NAME: _____

BUSINESS CLASSIFICATION (ie: partnership, sole, corp, s corp, llc): _____

• **IDENTITY VERIFICATION:**

- Owner's Social Security Number: _____
- Copy of Owner's Driver's License _____

• **COMPANY INFORMATION**

- 9 digit federal employer identification number (EIN): _____
- State income tax (SIT) identification number: _____
- State unemployment (SUTA) identification number: _____
- SUTA tax rate: _____
- Federal tax deposit frequency: _____
- State income tax deposit frequency: _____

• **BANK ACCOUNT INFORMATION**

- Bank account routing number: _____
- Bank account number: _____
- Copy of latest bank statement _____

• **DOCUMENTS**

- Proof of federal EIN _____

May be any of the following: (IRS Form SS-4, Corporate Tax Return (Signed), Payroll Tax Return (Signed), 501(c)3 Determination Letter, or any State or Federally issued document that includes your FEIN, Business Name, and Business Address

• **ALL EMPLOYEE INFORMATION**

- w-4 paper work
- copy of driver's licenses
- pay frequency, pay type, pay rate
- bank account routing/account number (if using direct deposit)