

ExcelPay New Client Data (PBC)

EMPLOYER SETUP

Employer Legal Name: _____

dba (if different): _____

Delivery Address: _____

City, State, Zip: _____

PAYROLL CONTACT

Name: _____

Office Phone: _____

Cell Phone: _____

Email: _____

PAYROLL TAX ID NUMBERS

Federal/IRS - FEIN: _____

State Withholding #: _____

State Unemployment #: _____ Tax Rate: _____%

PAYROLL SUBMITTAL

Circle one:

Web/Payroll Office

Fax/Email

Other

BANKING INFORMATION

*Complete the **Authorization to Debit Client Bank Account** form.*