

ExcelPay Business Solutions, LLC

Payroll Transition Guide

<p>Step 1:</p> <p>Employer Setup</p>	<p>Required Employer Documents</p> <ul style="list-style-type: none"> • New Client Data Form • Authorization to Debit Client Bank Account • IRS Form 8655 (Reporting Agent) • Service Fee Agreement 	<p>The Process</p> <p>Completed by ExcelPay with client's assistance. (Client signature required.)</p>
<p>Step 2:</p> <p>Employee Setup</p>	<p>Employee Documentation</p> <ul style="list-style-type: none"> • Employee Demographic Data (Employee data can be provided in various formats - ExcelPay provided data template (preferred method), prior payroll service worksheet, ExcelPay Employee Profile forms, etc.) • Direct Deposit Data (Employee direct deposit data can be provided using an ExcelPay data template or using an existing (or ExcelPay) employee direct deposit enrollment form.) • Garnishment Transmittal Form(s), if any • QTD & YTD employee pay data, if applicable 	<p>The Process</p> <p>Employee documentation provided by client.</p> <p>ExcelPay enters employee data on an expedited basis. <i>(24-48 hours)</i></p> <p>ExcelPay enters employee QTD & YTD pay data on an expedited basis. <i>(24-72 hours)</i></p>