

DE: Payroll Documents Needed to Implement New Company!

1. **Proof of EIN: (SS-4)**
2. **Proof of Delaware Withholding & Proof of DE Unemployment/Rate**
 - a. Please apply via One stop for DE Withholding and DE Unemployment
 - b. **You must register for both Withholding and Unemployment!**
 - i. <https://onestop.delaware.gov/>
 - ii. [302-577-8778](tel:302-577-8778)

If you plan to have property or a business location in DE OR have employees working in Delaware OR generate sales in Delaware then you will need to register your business with the Division of Revenue by applying for a business license. If you have employees working in Delaware, you will also need to file Workers' Compensation and Unemployment Insurance forms, along with registering for a withholding account. Delaware One Stop will guide you through the process of completing these requirements online.

3. **Voided Check from your Payroll Checking Account**
 - a. If you do not have physical checks, Simplifi will accept a letter from the bank stating the routing/account numbers or a screenshot of the online banking portal.
4. **Detailed Employee Information**
 - a. *(Name, Address, Social Security Number, Federal Withholding Status, # of dependents, birthday, hire date, pay rate/salary, email)*
 - b. *I have attached four documents. (W4/I-9/Employee Information Sheet/Direct Deposit Sheet)*
 - i. *Please complete and scan back or use the link below to complete the documents!*
 1. <https://eform.pandadoc.com/?eform=4ac155cb-86b7-4b5d-b08b-48b541803cbb>
5. **Signatures on Payroll Proposal**
 - a. *Will send the payroll proposal via email this evening!*
6. **Signatures on Power of Attorney's**
 - a. *Will send these via email when the above information has been provided! 😊*

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