

FL: Payroll Documents Needed to Implement New Company!

1. **Proof of EIN: (SS-4)**
2. **Proof of Florida Reemployment Tax (Florida Department of Revenue)**
 - a. Please call this number to receive a document with this information: **850-488-6800**
 - b. Please apply for FL Reemployment if you have not done so already. Link is below!
 - i. <http://floridarevenue.com/Pages/default.aspx>
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!*
 - ii. <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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