

## **NJ: Payroll Documents Needed to Implement New Company!**

1. **Proof of EIN: (SS-4)**
2. **Proof of New Jersey Withholding (NJWR30) & Proof of New Jersey Unemployment/Rate (NJ927)**

a. Please register with the Division of Revenue & Enterprise Services (form NJ-REG).

i. <https://www.njportal.com/dor/businessregistration>



1. All businesses must first [register with the Division of Revenue & Enterprise Services](#) (form NJ-REG).
2. Once your established business employs one or more individuals *and* pays wages of \$1,000 or more in a calendar year, you are considered an employer.
3. At that point, you must provide quarterly wage reporting via form [WR-30](#), and pay applicable Unemployment (UI), Workforce Development (WF), Temporary Disability (DI) and Family Leave Insurance (FLI) contributions quarterly via form [NJ-927](#).
4. Make sure you keep your business information up to date with the Division of Revenue by amending form [NJ-REG-C](#) as needed

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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