#### PA: General Local Taxes: Payroll Documents Needed to Implement New Company!

## 1. Proof of EIN: (SS-4)

## 2. Proof of PA Withholding Tax ID Number/PA Unemployment Tax ID Number & 2023 Rate

- a. Please call this number to receive a document with this information: 717-425-2495 ex 72100
- b. Please apply for PA-100 if you have not done so already. Link is below!
  - i. <u>https://mypath.pa.gov/ /</u>
  - ii. Please note! Once application for PA 100 is complete they will give you a confirmation number. You must write down/remember that number. You will need the confirmation number when you log back into My Path as the Account Validation Method.
     iii. You must apply for both PA Withholding & PA Unemployment.

	III. You must appl	y for both PA withholding & PA
	An Official Pennsylvania Government Website	
	Pennsylvania Department of Revenue	•
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<ol> <li>Demplama Christillanser, achegobalen</li> <li>Vinara - e Satar e'ny faylo-allant</li> </ol>	Business Tax Registration	Select this link to register for Rusiness Use Tax, Corporation Taxes, Employer Mithholding Tax, Promoter Loesse, Public Temportation Assistance Taxes and Feet Seles, Use, and Hold Occupanty Tax: Tobacco Poolecta License, Temater Verdio Certificate, <u>Unemployment</u> Compensation, Vehicle Piental Tax, Wonier's Compensation Coverage, and Wholeaier Certificate.
	Motor and Alternative Fuels Texes	Select this link to register for: International Fuel Tax Agreement (IFTA) and Motor Carrier Road Tax (MCRT), Motor Fuels Tax, Alternative Fuels Tax, and Fuel Transporter Permits.

# 3. Proof of Local Taxes

- a. Please type in Address of Business where the employee will be working from or legal address of the business.
  - i. <u>http://munstats.pa.gov/Public/FindLocalTax.aspx</u>

## 4. 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.

#### 5. 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. <u>https://eform.pandadoc.com/?eform=4ac155cb-86b7-4b5d-b08b-48b541803cbb</u>

#### 6. Signatures on Payroll Proposal

- a. Will send the payroll proposal via email this evening!
- 7. Signatures on Power of Attorney's
  - a. Will send these via email when the above information has been provided!  $\bigcirc$

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