

PA: Philadelphia: 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. <https://mypath.pa.gov/>
 - 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.



3. **Proof of Philadelphia Wage Tax**
 - a. Please call this number to receive a document with this information:
 - i. **215-686-6600**
 - b. Please apply for Philadelphia Wage Tax if you do not have an account. Link is below!
 - i. <https://tax-services.phila.gov/>
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. <https://eform.pandadoc.com/?eform=4ac155cb-86b7-4b5d-b08b-48b541803cbb>
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! 😊

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