



ITAXEXPERTS.COM

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PAYROLL SET-UP AUTHORIZATION FORM

I, _____, authorized officer of _____, authorize
(Officer Name) (Company Name)

ITAXEXPERTS.COM to process payroll for the company.

I also authorize ITAXEXPERTS.COM to charge \$ _____ ^for payroll processing per pay cycle.

*Please Fill in fee mentioned in Fee Schedule OR discussed with accountant.

This charge will be a debit to the _____ account for every payroll
cycle. (Company Name) (Bank Name)

Bank information for the company:

Bank Name: _____

Routing Number: _____

Account Number: _____

The following items will be provided to ITAXEXPERTS.COM to set-up payroll:

1. Completed W-4 forms for all employees.
2. Bank information (including bank name, routing number, and account number) for the Company (if different from above).
3. Bank information for all employees for direct deposit (including bank name, routing number, and account number).
4. Employee compensation information (hourly rate, number of hours, or fixed salary amount).

I also acknowledge that it all completed forms as a part of offering employment are on file with the company. It will also be our responsibility to notify ITAXEXPERTS.COM, for any change related to payroll processing including employee addition, deletion, or any change in compensation.

Name

Signature & Date