



Thank you for choosing Satellite Data, Inc. (dba Service 1st Payroll) for your payroll needs. The following may be useful for you to use, as a guide in assembling the information needed to build your file. Computer generated information from your system will suit our needs. Information may be faxed, mailed, or arrangements to pick up can be made, depending on the time element and the amount of information. Our fax number is 440-926-2334. Our telephone number is 440-926-2333. Please call if you have any questions. We look forward to serving your payroll needs!

Company Information:

- Legal Company Name: _____
- DBA: _____
- IRS document showing correct Business name, address and FIN
- State Withholding number & filing frequency:
- *Note: If filing frequency is MONTHLY we will need MTD taxable gross for each prior month
- State Unemployment (ODJFS) number & rate:
- City Withholding info, Tax collecting agency & filing frequency:
- Any current &/or future Tax coupon books or forms:
- Copies of all current year tax reports & deposits filed previously:
- Company address for delivery or mailing:
- Company contact email address _____
- Authorization Agreement for Automatic Debits signed
- w/ copy of check for bank account:
- *Note: Please also provide starting check #
- Signature Card (if desired – fee applies):
- Pay frequency & period set (start date/end date)
- Signed Form 8655
- Signed ODJFS form JFS 20106
- Employer’s Representative Authorization
- First check date to be processed by Satellite Data: _____

Employee Information:

- Employee Name:
- Social Security Number:
- Marital Status:
- Withholding exemptions and/or add-on as shown on W4 Form:
- State Withholding Form IT4 indicating school district (if applicable):
- Employee rate/salary:
- Employee Direct Deposit Authorization (if applicable):
- Employee hire date/birthdate:

Year to date figures gross to net by employee by quarter or month if applicable.

