



2025 Worthington Ct
Macungie Pa 10862
1.866.200.3745 clientinfo@jftgroup.org

Payroll Questionnaire:

Our office will supply you the proper forms W4 and I9 to have each employee to fill out.

A spread sheet if possible. Name address phone number.

Social security card and drivers or state ID.

A blank check voided for bank account to use for direct deposit each employee.

A blank check for company where payroll and taxes to be withdrawn from.

Payroll schedule to follow.

Payrate per hour or salary. Even salary will be per hour for vacation and sick time calculation.

Company rules if common per employee or group as to vacation time, sick time earned carry over or payout.

If a current payroll company is in place, provide website, login ID and password, Account number and authorization form.