



A.T.C.I.

ASSOCIATED TAX CONSULTANTS INC.

Payroll Information Form
Company Information

Name of Company

EIN

Business Address

City State Zip-Code

Email

Primary Contact

EFTPS Pin: Internet Password:

FL RT Account # Rate %

Banking Information for Payroll Processing

Bank Name :

Account Number:

Routing Number:

Number of Employees in Company:

For Office-Personnel Only

Monthly Invoice: _____

Account Specialist: _____

Payroll Services: Yes No

Accounting Services: Yes No



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ASSOCIATED TAX CONSULTANTS INC.

Payroll Service Agreement

By signing this agreement, you are authorizing ATCI to be your payroll administrator and acknowledge:

ATCI will use the bank information provided to process your payroll and all payroll liabilities.

You acknowledge that if you do not have sufficient funds in the account provided above to pay disbursements, fees, payroll taxes; you will be solely responsible to address any tax liability; this also may lead to the termination of our services.

You agree to pay ATCI for the payroll service in accordance with the fees set forth in our initial consultation.

You certified that all banking and company information given in this form is true.

You authorize ATCI to call the State of Florida and the Internal Revenue Service on your behalf to investigate or research in the case any issue arises related with payroll processing.

(Please read the above and initial)

Company

Company Principal's Printed Name

Company Principal's Signature

Company Principal's Title (owner, Officer, General Partner)

Date

Payroll Employee Information

| Employee | Employee's SSN | Employee's DOB |
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Total Employees Active

Instructions to complete payroll enrollment:

1. Please go to http://www.florida-accounting-firm.com/svcs_pay.htm to complete **the forms below** for each employee.
2. Once the forms are complete, please email it to Payroll@taxconsultantsgroup.com.

Forms Needed:

- W-4
- I-9
- Employee Information Form
- Direct Deposit Authorization Form

(All of these forms can be accessed through our website)