



Welcome to QuickBooks® Assisted Payroll



Get Help When You Need It | www.quickbooks.com/support

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Using the information you provide, QuickBooks Assisted Payroll will make your tax deposits and file the related forms – guaranteed accurate and on time, or we'll pay the resulting tax penalties.

What Assisted Payroll Does For You

- > Provides updated federal and state tax tables to QuickBooks for Assisted Payroll to reference. You will receive an in-product alert to download the latest tax table and product updates.
 - > Processes and deposits your federal and state payroll taxes with the appropriate agency. Funds are automatically set aside with each payroll to cover payments.
 - > Files federal forms 940, 940 Schedule A, 941, 941 Schedule B, 944, 945a and W-3
 - > Files state unemployment insurance.
 - > Files state withholding tax (where applicable).
 - > Intuit files W-2s and W-3s with the SSA for you. Certain plans allow customers electronic access to their W-2s and W-3s so that they can print them themselves and avoid W-2 processing and delivery charges. Assisted Payroll also offers plans that provide paper copies by mail, included as part of the service. Speak to an Assisted Payroll representative to make sure you have the options that are right for your business.
- NOTE: Copies of quarterly and annual payroll tax filings available by electronic delivery may be accessed from the Payroll Center in QuickBooks Payroll.
- > Works on your behalf if an issue arises with an agency while you are on our service – peace of mind that you have payroll and tax experts working for you.

Your Responsibilities

As an employer, your payroll responsibilities are to:

- > Provide us with your Federal Employer Identification Number (FEIN) and State Identification Numbers.
- > Set up payroll items with correct taxability. (See your tax advisor or accountant for tax information)
- > Perform New Hire reporting for your business.
- > Enter complete and accurate payroll data into QuickBooks, including total wages, employee and company tax withholding amounts, as well as any other payroll deductions.
- > Collect funds for or make payments for employee benefits, pension plans, local taxes, wage garnishments, insurance, child support, or any other payroll liability that is not related to state and federal payroll taxes. Assisted Payroll handles only your state and federal taxes.
- > Process your payroll in QuickBooks before 5 p.m. Pacific Time two banking days prior to your check date. Note: Internet connectivity is required.
- > Fund your payroll account at the time of transmission so that Assisted Payroll can disburse your payroll taxes and make Direct Deposits.
- > Print and distribute paychecks to your employees who do not get Direct Deposit.
- > Inform Assisted Payroll immediately if you receive notifications from a tax agency.

What Is the Deadline for Payroll Processing?

If payday is on...	Send payroll by 5 p.m. Pacific Time on or before the preceding*...	Unless there's a bank holiday. If the holiday is on...	Send payroll by 5 p.m. on or before the preceding*...
Monday	Thursday	Thursday or Friday before payroll	Wednesday
Tuesday	Friday	Friday or Monday before payroll	Thursday
Wednesday	Monday	Monday or Tuesday before payroll	Friday
Thursday	Tuesday	Tuesday or Wednesday before payroll	Monday
Friday	Wednesday	Wednesday or Thursday before payroll	Tuesday

* Ensure that your payroll is funded prior to sending. Funds are debited at midnight on the payroll due date.

Getting Started

Once you've signed up for Assisted Payroll, a QuickBooks Assisted Payroll representative will contact you or your payroll administrator usually within one to two business days to guide you through the rest of the enrollment process and assist you with your first payroll run on the service.

During the setup process, we will assist you in entering year-to-date company and employee information, determining tax rates, inputting payroll history, verifying wages paid to employees and reconciling any taxes you may have already paid. We will then confirm that all the set-up items are correct. You will also establish a Personal Identification Number (PIN) for your account that will allow you to transmit your payroll information to our service over a protected connection.

The total set-up time is based on the size of your company; however, gathering the essential items before meeting with the QuickBooks Assisted Payroll representative the first time will help speed the process. The initial call will take approximately one hour.

Step 1: Gather Information

Please gather the information below (also outlined in the Payroll set up checklist in the sign-up kit that was emailed to you). We'll need this information to ensure you are set up accurately in our system.

- Federal Employer ID Number (FEIN)
- State ID Numbers (State Unemployment ID number and State Withholding ID number) – for all states in which you have employees
- State Unemployment Insurance rate – for all states in which you have employees

During your first appointment with our New Accounts team you **MUST** be in front of your QuickBooks in single-user mode with administrator privileges enabled (using your administrator password).

Step 2: Fax Us Key Documents

Fax the following **COMPLETED** documents to **1-800-556-4451**. The forms mentioned below are found in the sign-up kit you received. The forms may also be obtained from your New Account Specialist, or they can be downloaded from www.payroll.com/hot

- 1. Limited Power of Attorney and Tax Information Authorization (LPOA) form.** Your signature on this form allows Intuit Inc. to make payroll tax deposits, file taxes and resolve payroll tax issues on your behalf.

Note: If you do business, or plan to do business, in states listed on page two of this form, please have a notary public complete and witness page two before returning it. You'll need to mail it in to us (the notary public seal won't come through over a fax).

- 2. Federal Form 8655.** Your signature on this form allows Intuit Inc. to file federal taxes on your behalf.
- 3. Verify your deposit requirements.** This information may have been mailed to you by a state or federal government agency, or often can be found as a page in your current coupon book.

Step 3: Mail Us Background Information

Collect any state withholding deposit coupons and preprinted quarterly returns you may have. This will ensure we are able to prepare and file your state payroll returns. Mail them to:

**Attn: Tax Department
Intuit, Inc.
P.O. Box 30005
Reno, NV 89520-3005**

If you ever have questions, you can always turn to www.payroll.com, where you'll find a wealth of information, or check with the help resources on for the enclosed card for more information.

Additional Payroll Tools

Add the features that make sense for your business.

Direct Deposit

With QuickBooks Payroll's built-in Direct Deposit you can enjoy the convenience of hassle-free paydays. Employees' paychecks are automatically deposited in their bank accounts, even if you're out of the office. Direct Deposit works right within your QuickBooks Payroll service, with no minimum number of employees required. There's no activation fee, and you only pay for the service when you use it. To order, please call **1-888-712-9702**.

Assisted Payroll Plus

Stay up-to-date with the latest version of QuickBooks financial software without having to reorder. The "Plus" means you get automatic QuickBooks software upgrades included with your Assisted Payroll service for one discounted price. To order, call **1-888-712-9702**.

QuickBooks Checks, Forms, and Supplies

Simplify and streamline your day-to-day operations with high-quality QuickBooks products. Authorized QuickBooks checks offer guaranteed compatibility, competitive pricing, and exceptional value. QuickBooks deposit slips make depositing multiple checks a breeze. To order, please call **1-800-433-8810**.

