



New Client Set-Up Documents / Tax Filing Clients

Documents to be returned to PAYUSA, Inc.

- ✓ New Company Set-Up Information Form
- ✓ Form 8655 (IRS authorization to file the returns on your behalf)
- ✓ Agreement (Agreement with PayUSA, Inc. to provide Tax Filing and/or ACH Services)
- ✓ New Direct Deposit EE Authorization (Employee ACH Authorization, keep a copy for your files)
- ✓ Copy of Business Check

For your records/files

- ✓ Employee W-4 Form (To be completed by each employee)
- ✓ Employee I-9 Form (To be completed by each employee)

Sales Department

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