



Payroll Client Onboarding Checklist

Please review each item and fill in the answers or check the boxes provided:

- Do you have W-4, K-4, and I-9 forms for each employee?
• ☐ _____
- Have you applied for a Kansas withholding ID?
• ☐ _____
- Have you applied for a Kansas unemployment ID?
• ☐ _____
- Do you have workers comp insurance?
• ☐ _____
- Do you have a health insurance plan?
• ☐ _____
- Do you have a PTO Policy?
• ☐ _____
- Do you have a retirement plan - 401(k)?
• ☐ _____
- How often do you pay?
• ☐ _____
- When do you need payroll services to begin?
• ☐ _____

Important Notes: