



# Payroll Conversion Checklist

- Voided check
- Proof of federal and state tax ID numbers
- Information for all active and terminated employees in the current year (W4/Employee Profile):
  - Name  Social Security Number
  - Address  Marital Status
  - Rate of Pay  Exemptions Claimed
  - Departmental Information  Voluntary deductions
- SUI Rate for current year
- Federal (941) and state tax returns for previous quarters in the current year:
  - 1st quarter  2nd quarter  3rd quarter  4th quarter
- Federal and state tax deposits made in the current year
- SUI tax deposits made in the current year:
  - 1st quarter  2nd quarter  3rd quarter  4th quarter
- FUTA tax deposits made in the current year:
  - 1st quarter  2nd quarter  3rd quarter  4th quarter
- Year-to-date and quarter-to-date company totals:
  - Gross wages  Social Security
  - Federal withholding  Medicare
  - State withholding  Voluntary deductions with tax implications
  - Local withholding  State disability
- Company totals for each pay period in the current quarter:
  - Gross wages  Social Security
  - Federal withholding  Medicare
  - State withholding  Voluntary deductions with tax implications
  - Local withholding  State disability

**Additional Conversion Notes:**