

## Payroll Enrollment Documents

Required Documents (Fax – 843-448-6039 or Scan and email):

- Proof of Federal ID # (something from the IRS)
- Proof of withholding and unemployment ID including rate (something from the state)
- Employee information (demographic information, filing status, pay rates, SSN)
- Company voided check
- Employee voided checks if direct deposit
- Employee deductions
- Earnings (Prior quarter payroll, then a report broken out by employee for the prior month)