

Varsity Computing, Inc.
dba Dallas Payroll
1219 Abrams Road, Suite 320
Richardson, TX 75081
(214) 553-0700 Fax (972) 470-0960

PAYROLL SET-UP INSTRUCTIONS

- **Complete the Company Set-Up form.** Make certain you provide the state unemployment tax ID and unemployment tax rate. This information is required for processing and filing you state unemployment tax forms.
- **Complete the Employee Additions form.** For each employee, provide all information available. Be sure to provide salary and hourly wage amounts. Provide prior quarterly pay and tax information so we can file future tax reports. We will need the total Gross Wages, Federal Withholding Tax, FICA Withholding, and Medicare Withholding amounts on each employee.
- **Sign and return the EVS authorization form.** This form authorizes Varsity Computing, Inc. to inquire from the Social Security Administration the accuracy of employee names and social security numbers. The Social Security Administration and the Internal Revenue Service require accurate names and social security numbers for magnetic filing of W2's.
- **Complete the Check Signature form.** This [optional] form authorizes Varsity Computing, Inc. to insert an electronic signature on your payroll checks. If you do not want Varsity Computing, Inc. to sign your payroll checks, simply ignore this form.

We will assist you in any way that we can, and please feel free to call with any questions or concerns. Our customers always come first, and we want you to be assured that your employees will be paid on time, every time, and will be accurate to the best of our ability!!!

Thank you for your business.

Brian M. Queen, C.P.A.
Varsity Computing, Inc.
Dallas Payroll

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INSTRUCTIONS FOR COMPANY SET-UP

- Enter the complete **Company name and address, including city, state, and zip code**. If your Company has separate addresses for mail and/or delivery, please give us both addresses. In order to return your payroll quickly, your correct address information is crucial.
- Enter the **contact person, fax number, and phone number**. Many customers have found the fax machine very efficient when sending payroll information to us. However, we occasionally need to call someone to verify information that was not clear on the fax. We must have someone we can always call to verify information.
- Enter the Company **Federal ID number**. If we are to prepare and report any Federal payroll taxes, we must have the appropriate Federal ID number. This number is mandatory for W2's, 1099's, 941's and FUTA (940) reports.
- Enter the Company **State ID number**. If we are to prepare and report any state payroll taxes, we must have your State ID numbers. These numbers are mandatory for state tax reports.
- Enter the unemployment **tax rate** for each state.

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COMPANY SET-UP

Company Name

Company Address

City

State

Zip

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Contact

Telephone Number

Fax Number

Federal ID Number

State ID Number

Tax Rate

State ID Number

Tax Rate

State ID Number

Tax Rate

ATTACH A VOID COMPANY CHECK HERE

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INSTRUCTIONS FOR EMPLOYEE ADDITION

The employee information is the most important part of any payroll. We are required to provide the government with accurate tax information, our customers with accurate payroll information for their business, and, most importantly it is vital that the individual employee receives an accurate paycheck. With these facts in mind, we ask that you fill out all portions of the employee form and provide all requested information.

- **Enter the name (last name first), and social security number exactly as shown on the employee's social security card.** The Social Security Administration has mandated a zero tolerance for incorrect names and social security numbers. If the name and social security number of an employee do not match what the government has on file, we cannot file W2's magnetically. Next, enter the **present address** of the employee.
- Enter the **marital status** (married or single), **and deductions/exemptions being claimed.** For income tax purposes, some employees may claim a marital status other than their actual marital status. An example of this would be a married person claiming single in order to have more income tax taken out of their check.
- **We must have the employee's rate of pay, and any other wage** the employee may earn, such as tips, holiday, vacation, bonus, commission, contract, or piece work pay. And, we need to know if the employee is **hourly or salaried.**
- Enter any **other miscellaneous deductions such as, 401k plans, and insurance,** to be deducted from the employee's pay.

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EMPLOYEE ADDITION

Employee Number (optional)		Employee Social Security Number	
Employee Name (Last)		(First)	(Mi)
Employee Address			
City	State		Zip
Marital Status	<input type="checkbox"/> Married	<input type="checkbox"/> Single	Federal Exemptions
			<input type="checkbox"/> Married <input type="checkbox"/> Single
			State Exemptions
			<input type="checkbox"/> Married <input type="checkbox"/> Single
Pay Rate	<input type="checkbox"/> Hourly <input type="checkbox"/> Salaried		

Other Pay	
Amount	Description

Miscellaneous Deductions					
Amount	Description	Amount	Description	Amount	Description

Year to Date Employee Wages, FICA, Medicare, and Federal Withholding

Before we can process your first payroll, we must be provided with employee wages, FICA, Medicare, and Federal withholding for the current year. These amounts are mandatory in order for us to provide you with quarterly reports, W2's, or 1099's for your company. Earnings reports from your previous payroll provider, or your own company earnings records are acceptable. Enter the quarterly totals for the employee on the chart below.

If this is a new employee, this information is not necessary.

	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Gross Wages				
Fica Withheld				
Medicare				
Fed Withholding				

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EVS AUTHORIZATION FORM

I hereby authorize Varsity Computing, Inc., my payroll provider, to verify Social Security numbers solely to ensure that the records of my employees are correct for the purpose of my completing Internal Revenue forms W-2 (Wage and Tax Statement).

Company Name (type or print) _____

Name (type or print) _____

Title (type or print) _____

Signature _____

Date _____/_____/_____

Please sign and date and return to Varsity Computing, Inc. or fax to:

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Varsity Computing, Inc. has the ability to print authorized signatures on your payroll checks.

There can be a maximum limit amount set by you for your protection. Checks for less than the maximum amount will be printed with the signature, and any check greater than or equal to the maximum amount will be printed without the signature.

If you are interested in this function, please sign on the line below, authorizing us to use your signature. Then, provide an authorized signature in the box.

We wanted our customers to have the opportunity to use this function if they needed or wanted to make use of the capability. If you decide to use this option, please return this form. If you have any further questions, please feel free to call me.

I authorize Varsity Computing, Inc. to print the signature below on my company payroll checks. I also acknowledge that I may revoke this authorization, in writing, at any time.

Signature: _____

Title _____

Date: _____ / _____ / _____

Maximum Amount
(optional) \$ _____ . _____

Please provide authorized signature in the box below.