



KEYSTONE PAYROLL FORM NA-C 2005 rev A

NEW ACCOUNT CHECKLIST

PLEASE PRINT CLEARLY

LEGAL NAME
DBA NAME
ADDRESS
PHONE
FAX
EXEC. CONTACT
P/R CONTACT
E-MAIL
1ST CHECK DATE
FEDERAL EIN
DIVISIONS/NO DIVISIONS (Please circle)
PAY FREQUENCY
UNEMPLOYMENT ST
ATTACH VOIDED CHECK
STARTING CHECK #
CAN RATES SHOW ON TIMESHEET? Y N
DEPARTMENTS/NO DEPTS (Please circle)
DEDUCTION PAYMENT CHECKS? Y N
P/E DATE
CHECK DATE
INPUT DATE
DELIVERY DATE
INPUT METHOD

FEDERAL
ID#
DEPOSIT SCHED
STATE
ID#
DEPOSIT SCHED
ATTACH ADD'L SHEET IF NEEDED
STATE UNEMPLOYMENT
ID#
RATE
ATTACH ADD'L SHEET IF NEEDED
LOCAL
MUNICIPALITY
RATE
ATTACH ADD'L SHEET IF NEEDED "
LST
RATE
THRESHOLD
EARNINGS
ATTACH ADD'L SHEET IF NEEDED
DEDUCTIONS
ATTACH ADD'L SHEET IF NEEDED
EMPLOYEE INFO
YEAR-TO-DATE INFO
QUARTER-TO-DATE INFO & MID-QTR TAXES
PRIOR QUARTER REPORTS

Can be omitted if quarter reports are provided.