

**COMPANY DATA SHEET**

COMPANY NAME: \_\_\_\_\_

DBA: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PH. # \_\_\_\_\_

FAX # \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

FEIN: \_\_\_\_\_ STATE TAX ACCT: \_\_\_\_\_

UNEMPLOYMENT ACCT: \_\_\_\_\_

CORPORATE OFFICERS SUTA EXEMPT? YES ( ) NO ( )

NUMBER OF EMPLOYEES: \_\_\_\_\_

PAY PERIOD: ( ) WEEKLY ( ) BIWEEKLY ( ) SEMI-MONTHLY  
( ) MONTHLY ( ) QUARTERLY ( ) ANNUALLY

PAYDAY: \_\_\_\_\_ PAY PERIOD END DAY: \_\_\_\_\_

FIRST PAYROLL DATE: \_\_\_\_\_

**DELIVERY INSTRUCTIONS:**

- ( ) Pick up checks from pes-wies (office location)
- ( ) Mail checks/direct deposit stubs directly to employer address
- ( ) Mail checks/direct deposit stubs directly to employee address
- ( ) Deliver checks/stubs via pes-wies courier (Local employer address\*)  
\*Local delivery area Boise, Meridian, Eagle, Garden City, Kuna

Workers Compensation Policy number/Info \_\_\_\_\_