**pes★wies**
Payroll. The easy way!
(208) 854-1900
www.pes-wies.com

# *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**_____