



## COMPANY INFORMATION SHEET

2021 Commerce Drive, Suite 100 - Medford, OR 97504-9783 - tel (541) 772-0100 - fax (541) 770-3272

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Payroll Frequency: Monthly  
Twice a Month  
Weekly  
Every 2 Weeks

Referred By: \_\_\_\_\_

Federal Tax ID#: \_\_\_\_\_

State Tax ID#: \_\_\_\_\_

Type of Tax Depositor: Monthly  
Semi-Weekly

Date of 1st Pay Periods: \_\_\_\_\_

SUI Rate: \_\_\_\_\_

Voided Check: Yes No

Beginning Check #: \_\_\_\_\_

Direct Deposit Client: Yes No

Delivery Method: Mail  
Email  
Pick-up  
Delivery

Tax Impound Client: Yes No

Notes:

---

---

---

---

---

---

---