

# WELCOME TO THRIVE PAYROLL

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Welcome! We are so glad that you have partnered with Thrive at HarQuin for your payroll needs and we would like to begin by going over what to expect and explain the forms attached to this email.

**New Hire Payroll Packet**- This is attached to our email.

- Each of your employees must complete one.
- There is a section that you as the employer will need to fill in (for the rate of pay, date of hire etc).
- Once you have completed one for each employee you can email it to [payroll@harquinbookkeeping.com](mailto:payroll@harquinbookkeeping.com) or fax it to 1-888-427-7846.

**Direct Deposit**: Thrive at HarQuin offers the option to pay your employees direct deposit.

- To set this up we will need you to fill out the form below. We will then activate the service which will initiate 2 small (less than a dollar) transactions out of your bank account within two business days. You must notify us of these two amounts prior to your first payroll to complete the direct deposit setup and bank account verification.
- Direct deposit takes two business days to transfer funds from your account to your employee's account. Therefore your payroll must be submitted at least two business days prior to payday.

*Example:* If your employees are paid on Friday and you want to use direct deposit you would submit your payroll on Wednesday. The funds are debited on Thursday from your account and then deposited into the employees account on Friday.

**Paystubs**: We have the ability to securely email your employees their paystubs each payroll.

- To ensure this is set up for your employees, verify that they have included their email address in the New Hire Payroll Packet they filled out.
- You can indicate on the form below if you want paystubs emailed or viewable on [viewmypaycheck.com](http://viewmypaycheck.com).

**Payroll Schedule**: We cater to however often you need payroll completed. You can indicate your preference on the form below and we will email you a schedule so you know when to submit payroll.

**How to submit payroll:**

- Use your payroll schedule as a guide to know when to submit your payroll to HarQuin.
- As a general rule we appreciate that payroll is submitted by 3pm at least 2 business days prior to your expected payday.
- You can email your payroll to us at [payroll@harquinbookkeeping.com](mailto:payroll@harquinbookkeeping.com) Fill out the payroll sheet provided or list the employee name and their total hours for the pay period and any other applicable data (tips, advances, reimbursements etc)

**Payroll Taxes:**

- Each payroll we will send you a payroll summary to notify you of the taxes you should set aside in your payroll account so they are there when its time to file and pay them (we do not debit the taxes and hold them for you).
- Thrive at HarQuin will prepare your payroll tax forms and we can also file and submit payment for most of the payroll taxes online.

# PAYROLL SETUP FORM

Please fill out and email to [payroll@harquinbookkeeping.com](mailto:payroll@harquinbookkeeping.com) or Fax to 1-888-427-7846

Legal Company Name:	
Legal Company Address:	
City/State/ Zip:	
Federal EIN:	
Date of first Payroll:	
Payroll Frequency: Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Semi-monthly <input type="checkbox"/> Monthly <input type="checkbox"/> Other: _____	
Direct Deposit? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Delivery of Paystubs to Employees: Email <input type="checkbox"/> ViewMyPaychecks.com <input type="checkbox"/>	

## Direct Deposit Setup

	Account Employees Paid From	Payroll Tax Account (if applicable)
Bank Name:		
Bank Routing #:		
Bank Account #:		
*Note: Some employers choose to pay employees out of their payroll account but pay the payroll taxes from another account (operating or savings account etc). This is why we have supplied an extra field to differentiate the two accounts if applicable.		

## Payroll Taxes

If you are an existing employer please fill out any information below that you already have. If this is the first time doing payroll you may not have any of this info yet but Thrive will handle this information and registration for you!

State EIN:		EFTPS Password:	
DJFS Account #:		EFTPS PIN:	
DJFS Rate:		OBG Username:	
BWC Policy #:		OBG Password:	

## Already had payroll this year?

If you have any payroll done in the year prior to our partnership please provide that data to us so we can make sure your quarterly and end of year payroll tax filings are accurate. Please contact [payroll@harquinbookkeeping.com](mailto:payroll@harquinbookkeeping.com) to know exactly what reports to pull for us.