



BRIGHTSUM™

Bright Business Solutions

PAYROLL | BOOKKEEPING | TRUCKING COMPLIANCE

Payroll Services Form

Payroll Schedule:

Weekly _____ Biweekly _____ Monthly _____

Starting date of payroll services: _____

Approximate Number of Employees: _____

Method of Payment to Employees:

Direct Deposit _____ Printed Checks _____

Both Direct Deposit and Printed Checks: _____

Other: _____

Deductions/Additions:

Does your company offer Health Insurance for employees? Yes _____ No _____

Does your company offer retirement benefits for employees? Yes _____ No _____

If you answered yes to either of these questions, we will need the proper information to process these deductions into our payroll software.

www.BrightSum.com

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Payroll Taxes:

Federal 941 Tax Filing Frequency: _____ Unknown: _____

PA State 501 Tax Filing Frequency: _____ Unknown: _____

Login Information:

Username: _____

Password: _____

PA Unemployment Tax Filing Frequency: _____ Unknown: _____

Login Information:

Username: _____

Password: _____

Local Taxes and Local Secondary Taxes(LST) Filing Frequency: _____

Unknown: _____

Login Information:

Username: _____

Password: _____

Are you exempt from any of the above payroll taxes?

Yes ___ No ___

If you answered yes, we will need a copy of the proper documentation to support the exemption.