

# RUN Wholesale Complete Client Order

## Complete Client Order Form

### **Firm Signature, Firm Contact Name, Date required**

Must be filled out in full (i.e. client name, correct features, input date, check date, shipping details, etc)

## CAA with Valid Bank Proof

### **Client Signature, Name, Title, Date required**

Proof should include details of client's name and account number; routing number is required if presenting a void check or check reorder form

## Reporting Agent Authorization Form

### **Client Signature, Name, Title, Date required**

This document is submitted to the IRS and will be rejected if incomplete or illegible  
Some states may also require an additional POA/TPA to file state taxes\*

## State and Local ID numbers

SIT and SUI ID format varies state to state\*

Setup is immediately delayed for missing Local IDs

## Employee Information

W-4 Information including Tax Filing Status is required

## Prior Balances, if applicable:

1. All Full Level Tax (FLT) orders must be submitted with **current quarter payroll by payroll information** to be considered FLT Complete (Payroll by Payroll is an individual payroll report for each check date, showing the breakdown of earnings, taxes and deductions for that single check date for the company; including Employee and Company totals). *This information is necessary to accurately file quarterly and annual tax returns.*
2. All orders with prior payrolls in the calendar year will additionally need, for accurate and expedited setup, **one of the three below combinations** (all with Employee and Company totals) to be considered complete:

Current Quarter to Date balances with Prior Quarter balances (consolidated or quarter by quarter)

...or...

Current Quarter to Date balances accompanying Year to Date balances

...or...

Prior Quarter balances (consolidated) accompanying Year to Date balances

*\*Please reach out to the Wholesale Sales Helpdesk Team (1-877-499-8210) with questions regarding state specific requirements before submitting your new order*

## Setup Turn-around for COMPLETE Orders

First Check Date <i>...as indicated on Client Order Form</i>	EE Count	Average Setup Turn-around**
Within the next 10 business days	1 to 20	2 business days from receipt
	21 to 75	3 business days from receipt
	76 to 125	4 business days from receipt
	126+	5 business days from receipt
11-30 days in the future	Any	1 to 2 business days before check date
31+ days in the future	Orders should be submitted only within 30 days of check date	