



THE KING'S CONSULTING SERVICES, LLC

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New Client Setup Form				
Business Name:				
Address:				
City:		State:		Zip:
Telephone:			Fax:	
Website Address:				
Business Type:	Sole Proprietor	LLC Single	Limited Liability Partner	S - Corporation
FEIN:	Inc. State:		Years in Operation:	NAICS code:
Contact:			Position/Title:	
Contact Telephone:			Mobile:	
Contact Email Address:				

List All Authorized Individuals				
Name:	Title:	Relation:	Address:	Phone:

Payroll Information					
Pay Cycle:	Weekly:		Bi-Weekly:		Monthly:
					Semi Monthly:
WC Code:	State:	# of Full-time	# of Part-time	Annual Payroll	Current Rate

Does your company outsource its payroll?	NO:	Yes:		
If payroll outsourced, name of current vendor?				
How long with vendor(s)?				
What type of reports do you require?				
<p>The U.S. Chamber of Commerce, U.S. Department of Labor and Small Business Administration estimate non-productive employee cost us between 4-12% of payroll.</p> <p>*Employee administration includes printing, mailing, delivery, forms, check disbursements, W-2, quarterly payroll reports, tax deposits, workers compensation claims management, section 125 administration, 401(k) administration, COBRA administration, and employee handbooks.</p>				
Please estimate the percentage required for employee administration:	4-5%	5-6%	6-7%	8%+

Additional Documentation
<p>The following documentation is required for processing of a new client.</p> <ul style="list-style-type: none"> • W-9 Forms from ALL employees. • A list of employees' name, address, and W-4 forms • Bank Statements starting from Jan of current year. • All tax booklets and forms. Federal, State, and Unemployment. • Contact list that includes owners or board members name, addresses and phone numbers. • A list of clients that are passed due. • Brief History • SS4 • Payroll statements from previous payroll provider. • A list of client vendor names and addresses. • Pay rate for all employees. • A void check. • Handbook • Brochures or pamphlets • Any additional information • All forms from state and federal. <ul style="list-style-type: none"> *LLC papers *Incorporation *LOA from IRS *Unemployment *State tax commission & State Sale Tax

Additional Comments:	
Signature:	Date:

