

TRIPLE CHECK PAYROLL

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5 STEPS PAYROLL PROCESS

STEP #	FORM NAME & #	PROVIDED FROM	PROVIDED TO
1	A. W-4 = EMPLOYEES WITHOLDING ALLOWANCE CERFITICATE IRS B. DE4 = EMPLOYEES WITHOLDING ALLOWANCE CERFITICATE (EDD CA) C. I-9 = EMPLOYEMENT ELIGIBILITY VERIFICATION D. DE34 = REPORT OF NEW EMPLOYEES(NBS WILL EFILE TO GOV. AGENCY)	CLIENT	NBS ACCOUNTANT OFFICE
2	YEAR PAYCHEKS WITHOLDING AMOUNTS	NBS ACCOUNTANT OFFICE	CLIENT
3	INIDVUAL COMPENSATION RECORDS	CLIENT	NBS ACCOUNTANT OFFICE
4	A. ACCOUNTANT OFFICE WILL PREPARE FORMS 941, DE88, DE9, DE9C BASED ON ALL ABOVE INFORMATION B. CLIENT WILL BE PROVIDED THE FINISH PRODUCT TO DOUBLE CHECK FOR ACCURACY THEN NOOTFY US FOR ANY OR NO CHANGES	NBS ACCOUNTANT OFFICE	CLIENT
5	AFTER WRITTEN APPROVAL ACCOUNTANT WILL NOTIFY THE CLIENT FOR THE FUNDS NEEDED TO EFTPS ALL ABOVE FORMS	NBS ACCOUNTANT OFFICE	TO ALL GOVERMANTAL AGENCIES