

Business Name on file with IRS: _____
Address on file with IRS: _____
City, State, Zip on file with IRS: _____
Tax ID Number on file with IRS: _____

Send copy of SS-4 if available

Personal Information of Business Owner

Full Name: _____
First Last MI

Home Address: _____
Street Address Apt/Unit #
City State Zip

Telephone Number: _____

Social Security Number: _____
For Patriot Act

Date of Birth: _____
For Patriot Act

E-Mail Address: _____

Name on Business Bank Account: _____

Bank Routing Number: _____
Include leading 0's, 9 digits

Bank Account Number: _____
Include leading 0's Send voided check

Fax to: Diana Fields, 1 866 278-7100 (Toll Free)
or PDF and e-mail to diana@fieldsbookkeeping.com
Questions? 703 689-3536

Please print clearly

Remittance Frequency:

FEDERAL: After each payroll, monthly, quarterly

STATE: _____
_____ After each payroll, monthly, quarterly

STATE: _____
_____ After each payroll, monthly, quarterly

STATE: _____
_____ After each payroll, monthly, quarterly

_____ Unemployment: Usually quarterly

_____ Unemployment: Usually quarterly

FEDERAL Unemployment: Usually annual
unless over \$500 at quarter end

Please supply login information for eftps.gov,
state withholding and state unemployment sites
if available. **

**Confirms remittance frequency and that payroll
tax and form submissions are up to date.