



# Frontier

## Payroll Management

### **CLIENT START-UP CHECKLIST**

#### **Employer Setup Forms**

Completed Employer Information Sheet  
Voided Check

#### **Employee Setup Forms**

Completed Employee Information Sheet  
Completed W4  
Completed State Withholding Forms  
Authorization for Direct Deposit  
Voided Check

#### **Contractor Setup Forms**

Completed Contractor Information Sheet  
Completed W9  
Authorization for Direct Deposit  
Voided Check