



CONVERSION CHECK OFF LIST

Employee Information

Name	()	Address	()	Social Security #	()
Rate of pay	()	Deductions	()	Filing status & exemptions	()
Direct Deposit Info	()	DHS	()		

Note: The Social Security Administration will issue penalties to companies that have missing SSN's on W-2's.

Wage Information

Register showing quarterly totals by employee including terminated employees.

1st Qtr (Jan, Feb, Mar) () 2nd Qtr (Apr, May, June) () 3rd Qtr (July, Aug, Sept) ()

Converting during a quarter will require monthly totals within that quarter OR totals per pay period.

Employer Tax Information

- **941's (Employers Quarterly Federal Tax Return)**

1st Qtr (ending Mar 31) () 2nd Qtr (ending June 30) () 3rd Qtr (ending Sept 30) ()

- **State Unemployment Report (including employee detail)**

1st Qtr (ending Mar 31) () 2nd Qtr (ending June 30) () 3rd Qtr (ending Sept 30) ()

Attach listing for multiple states if applicable

- **State Income Tax Withholding payments**

1st Qtr (ending Mar 31) () 2nd Qtr (ending June 30) () 3rd Qtr (ending Sept 30) ()

- **Tax Booklet and/or register showing tax deposits made.**

Any other questions please contact your account representative at _____.