



Payroll Report Copies Request

Date: _____
 From: _____

Client Name: _____
 Client Contact: _____

Jurisdiction	Quarter(s)/Year(s)
All _____	_____
Federal _____	_____
State _____	_____
Local _____	_____

Copy Type	Fees		
	\$	#copies	Total
_____ 940 (ID # _____)			
_____ 941 (ID # _____)			
_____ DE-6 (Acct. # _____)			
_____ DE-7 (Acct. # _____)			
_____ 1096 (ID # _____)			
_____ 1099 (ID # _____)			
_____ W-2 (ID # _____)			
_____ W-3 (ID # _____)			
_____ Amendments			
_____ Invoices (# _____)			
_____ Employee Earnings Reports (Dated: _____)			
_____ Payroll Journals (Dated: _____)			
_____ Check Registers (Dated: _____)			
_____ Department Summary Reports (Dep: _____)			
_____ Quarter/Year End Reports (Dated: _____)			
_____ Direct Deposit Reports (Dated: _____)			
_____ Payroll Summary Reports (Dated: _____)			
_____ Other (_____)			

Comments:

PayYes Use Only

Received by: _____	Date: _____
Completed by: _____	Date: _____