

U.S. BANK PAYROLL ONBOARDING CHECKLIST

A COMPREHENSIVE CHECKLIST TO ASSIST IN ONBOARDING
EMPLOYERS AND EMPLOYEES TO U.S. BANK PAYROLL



Note: If your business needs any of the following, U.S. Bank Payroll is not a fit:

- *International W2 employees*
- *Household Employees (Schedule H)*
- *Agricultural/Farming Payroll (Form 943)*
- *Certified Payroll (Form-WH-347)*
- *Union Payroll*
- *Roaming Employees*

Before You Get Started

Client onboarding is one of the most critical steps in setting up payroll. This checklist gives you a clear, high-level view of the information you will need to successfully onboard.

When you log in to your business online banking dashboard, you'll be guided through the full onboarding experience with step-by-step instructions, additional details, and resources to support you along the way.



U.S. Bank Payroll Onboarding Checklist

Company information

- Company name (and trade name or DBA)
- Mailing and filing address
- Phone numbers
- Industry type

Employee information

- Name & DOB
- Home & work address
- Social security number
- Hire Date
- Compensation
- Bank account info
- W4 allowances
- Email address (optional)

Federal tax setup

- Federal EIN
- Tax deposits schedule (Semi-weekly or monthly)
- Entity type
- Corporation type

State tax setup

- State account IDs
- Deposit frequencies
- Any state rates

Bank account setup

- Company bank account info

Pay schedule

- Select weekly, biweekly, semi-monthly, or monthly

Historical payroll information

- Only applicable if switching from another provider mid-year
- For the current quarter, gather all paystubs for every employee
- For previous quarters in this calendar year, gather quarterly payroll summaries for each employee

Sign forms

- Add signatory email: A person who is legally able to sign forms for the company

Verify company bank account

- Instant Bank Verification (IBV): Will require access to company's bank login information
- Manual Bank Verification: Manually verify the two small test deposits Gusto sends to your company bank account

Questions about onboarding?

If you have questions related to the onboarding process, please contact our support team at 855-681-9595. Support is available Monday-Friday, 8:00 a.m. to 6:00 p.m. CT.