



Transferring your existing payroll correctly will help avoid any payroll or tax complications. For more information, please visit [Gusto's resource page](#).

## Step 1: Gather the required documents—a little prep can save a lot of time.

Which documents? Current quarter paystubs and previous quarter-to-date (QTD) paystub information. Check the table below to verify what quarter we're currently in and the documents needed.

Paystubs for which employees? All employees, both active and dismissed, who have been paid this year.

## Step 2: Complete your transfer online or give us a call

### Transfer online

Complete at your own pace, at any hour. You'll need to finish to run your payroll.

### Call us at 877-685-5760

Call anytime Monday through Friday, 9 a.m. to 5 p.m. MT. We accept relay calls.

## Step 3: Run your first payroll!

Your first check date	Documents required
<b>Quarter 1</b> (January 1 - March 31)	<ul style="list-style-type: none"> <li>Every paystub in the current quarter</li> </ul>
<b>Quarter 2</b> April 1 - June 30)	<ul style="list-style-type: none"> <li>QTD amounts on the last paystub in Q1 (1/1 - 3/31) with a check date of 3/31 or earlier</li> <li>Every paystub in the current quarter</li> </ul>
<b>Quarter 3</b> (July 1 - September 30)	<ul style="list-style-type: none"> <li>QTD amounts on the last paystub in Q1 (1/1 - 3/31) with a check date of 3/31 or earlier</li> <li>QTD amounts on the last paystub in Q2 (4/1 - 6/30) with a check date of 6/30 or earlier</li> <li>Every paystub in the current quarter</li> </ul>
<b>Quarter 4</b> (October 1 - December 31)	<ul style="list-style-type: none"> <li>QTD amounts on the last paystub in Q1 (1/1 - 3/31) with a check date of 3/31 or earlier</li> <li>QTD amounts on the last paystub in Q2 (4/1 - 6/30) with a check date of 6/30 or earlier</li> <li>QTD amounts on the last paystub in Q3 (7/1 - 9/30) with a check date of 9/30 or earlier</li> <li>Every paystub in the current quarter</li> </ul>