

ADP® RUN for Partners New Client Checklist

For each **New Tax Filing Client**, you will need to submit a **COMPLETE order through OTTO**.
Please include the following:

- Federal Identification Proof** (Strongly recommended but not required): Common ways to prove federal identification include IRS Form SS-4, IRS EIN Confirmation Letter, or Business Tax Returns.

- Voided Check/Bank Proof:**
 - Acceptable Bank Proofs:**
 - Voided Check
 - Check must show pre-printed company name, address & fractional.
 - See [Help & Resources: Forms & Tools: Voided Check Requirements](#) for more information.
 - Screenshot of Online Bank Account
 - Bank Statement
 - Bank Account Agreement
 - Preprinted Check reorder Form
 - Not Accepted:**
 - Starter Checks
 - Voided checks missing info
 - Personal checks
 - Deposit slips
 - Any handwritten documentation

- Check Signature form (if applicable):** Used if client would like to have an authorized bank signer on checks. Enrollment form can be found in help and resources section of OTTO.

- Balances Outside of ADP:** For clients with payroll for prior or current quarters outside of ADP. See page 2 to determine the necessary payroll and tax documents that need to be collected (based on the quarter of your start date)
 - Payroll detail by check date with gross to net breakdown of wages, taxes, and deductions by employee, with company totals.

- For 943/944 filers:** YTD detailed gross to net breakdown of payroll reports by quarter with detailed gross to net breakdown of reports for each check date to include employee and company totals and EFTPS reports for any deposits made by the client YTD.

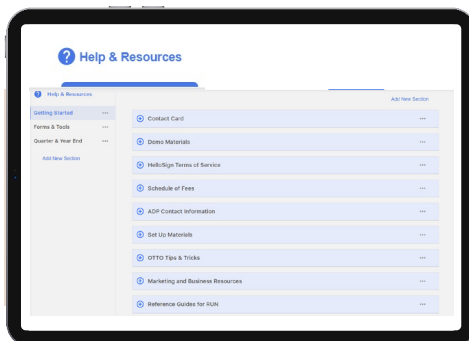
- Detailed employee information (active and termed):** Name, address, SSN, email, gender, marital status, DOB, DOH, dependents and/or allowances/dependents credit for 2020 W4.

- Client Account Agreement:** Bank proof information must match what is on the CAA (this allows ADP to debit your client for taxes, direct deposit, etc.)

- Reporting Agent Authorization:** Must be complete with current quarter info, correct title, approved signatory, etc. (this allows ADP to deposit and file on your clients behalf.)

- Valid Withholding Account Numbers:**
 - *Please reference the [Help and Resources](#) section in the top right corner of Otto for state specific POA, TPA and sick leave requirements and forms.
 - State Withholding Account Number - if applicable
 - State Unemployment Account Number and Current Rate - if applicable
 - Local Jurisdictions - if applicable

- "Know Your Client" due diligence:** Refers to your responsibility as an ADP Service Partner to perform due diligence on your new clients. This obligation is outlined in our Terms and Conditions of Service (located in the "Support" section of ADP RUN for Partners).
 - ▶ In addition, you **must select a NAICS description code** (for primary business activity) when completing the "Client Information" page.



IN OTTO

Click on **Help & Resources** for help

Use the + sign to expand on each item



Balances

Any client with balances must have two of the following consolidated reports:

PQ & CQ / PQ & YTD / CQ & YTD (Prior Quarter = PQ, Current Quarter = CQ, Year to Date = YTD)

Quarter	Payroll Reports Needed	Filings & Proof of Deposits Needed
First Quarter January 1st - March 31st (1/1 - 3/31)	<ul style="list-style-type: none"> • YTD Report • Payroll by Payroll Report 	<ul style="list-style-type: none"> • Proof of tax deposits for Federal, State taxes and (Local if applicable)
Second Quarter April 1st - June 30th (4/1 - 6/30)	<ul style="list-style-type: none"> • YTD Report • PQ YTD Jan – Mar • CQ Report April 1 to current date • Payroll by Payroll Report 	<ul style="list-style-type: none"> • Q1 941, State Tax Filings (SIT &SUI) taxes and (Local if applicable) • Proof of tax deposits for Federal, State taxes and (Local if applicable)
Third Quarter July 1st - September 30th (7/1 - 9/30)	<ul style="list-style-type: none"> • YTD Report • PQ YTD Jan – June • CQ Report July 1 to current date • Payroll by Payroll Report 	<ul style="list-style-type: none"> • Q1 & Q2 941, State Tax Filings (SIT &SUI) taxes and (Local if applicable) • Proof of tax deposits for Federal, State taxes and (Local if applicable)
Fourth Quarter October 1st -December 31st (10/1 - 12/31)	<ul style="list-style-type: none"> • YTD Report • PQ YTD Jan – Sep • CQ Report October 1 to current date • Payroll by Payroll Report 	<ul style="list-style-type: none"> • Q1, Q2 & Q3 941, State Tax Filings (SIT &SUI) taxes and (Local if applicable) • Proof of tax deposits for Federal, State taxes and (Local if applicable)