ITEM CHECKLIST FOR YOUR NEW GREEN60.COM PAYROLL ACCOUNT

On behalf of the Green60.com team, I am pleased to welcome you to the most advanced payroll system in the world (in operation since 1989). There are a few items we will need in order to begin processing your account, so we have provided you with this handy checklist.

Please be prepared to provide the following items:

_____ Company name:

_____ Company phone#:

_____ Company fax#:

_____ Company address:

_____ Company mailing address (if different from company address):

_____ Company web address:

_____ Corporation/Federal tax ID# (FEIN#):

_____ State tax ID#:

_____ State unemployment percentage rate:

_____ Payroll frequency (i.e.: Weekly, Bi-Weekly, Semi-Monthly, Monthly, etc.):

_____ Properly completed W-4 for each employee:

_____ Hourly or salaried rate for each employee:

_____ Form 941 for the 1st, 2nd, and 3rd quarter:

_____ Form DE9C for the 1st, 2nd, and 3rd quarter:

_____ Year to date payroll summary:

_____ EFTPS pin# and password:

_____ EDD security code# and password:

_____ Voided check (from your business):

_____ Contact information of the person(s) authorized to speak to us regarding your payroll:

      Name: _____

      Phone#:_____

       Email:_____

If you wish us to track employee vacation and/or sick time accruals and usage please provide:

_____ A copy of your vacation and sick time policy

_____ A year to date accrual of vacation and sick time for each employee

_____ A hire date for each employee

If you wish to pay your employees via Direct Deposit, please provide the following:

_____ The business banking information for the bank account from which the employee will be paid

_____ An employee's voided check for the bank account they would like their paychecks to be deposited into

If you would like us to order laser checks with your company information printed, please provide:

_____ A copy of your voided business check

If you plan on hand writing your checks, please ask our team for a supply of paystubs.

Thank you again for choosing Green60.com to process your business payroll needs. We look forward to providing you with the best payroll service available.

Best Regards

Thank you for your interest in Green60.com payroll service

Green60.com payroll service we specialize in small businesses, and we're different from the other companies, and in many way. For only $19.99 per payroll, our fee includes up to 5 employees, along with all quarterly and annual reporting, and taxes paid.

"If you're doing payroll in-house, it's costing you too much"

No need to keep up with changing tax laws and requirements as we do it all for you.

There are many benefits in using Green60.com as your payroll service provider, here are a few:

- **No set-up fee**
- **Easy to use "Log on, enter hours, log off"**
- **No term contract (stop using the service whenever you need to, without notice).**
- **Free "forever digital archiving". We archiving all your payroll and tax data, so no need to store it, or pay a company to grind it into confetti for you. 99.99% paperless system, which is good for the environment**
- **Includes all quarterly and annual reporting, and taxes are paid and guaranteed against penalties.**
- **Bundle workers comp payments together with your payroll**
- **Many ways to pay, including Direct Deposit**
- **Payroll in 60 minutes or less**
- **No deadline to submit payroll**
- **Free phone apps**
- **Connect from anywhere in the world using computer, iPad, or cell phone eMobileprint: Exclusive and only for Green60.com clients. Allows you to print to any printer remotely using computer, iPad, or cell phone**
- **No recurring monthly fee. Unlike other payroll services that charge you a recurring monthly fee, regardless if you use the service or not, Green60.com only charges a fee when you use it, one payroll at a time.**

I look forward to speaking with you soon.
- Mark