

Employer Name \_\_\_\_\_

MK&A Ltd. Payroll Questionnaire and Service Set Up Form –  
Employee Info

**Employee Info**

Attach current year form W4, IL-W4, Direct Deposit, and Employee Info Sheet for each employee. Below Questions to be completed by employer or HR manager.

Name From W4 \_\_\_\_\_

Pay Type (Circle One): [Salary] [Hourly] [Other] (If Other Explain:) \_\_\_\_\_

First Pay Period Begins: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

First Pay Period Ends: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

First Check Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

How Often Paid (Circle One Pay-period):  
[Weekly] [Biweekly] [Semimonthly] [Monthly] [Other]

If Salary, how much per pay-period: \$ \_\_\_\_\_

If Hourly, how much per hour: \$ \_\_\_\_\_

If Other, describe \_\_\_\_\_

Direct Deposit [Y] [N]