

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 (Check One):

Salary

Hourly

Other (If Other Explain:) \_\_\_\_\_

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

Note: If hourly, then the timesheet must be processed, and the First Check Date must be at least 5 days after Pay Period End Date

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

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

How Often Paid (Check One Pay-period):

Weekly

Biweekly

Semimonthly

Monthly

Other (If Other Explain:) \_\_\_\_\_

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

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

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

Direct Deposit:            Yes            No    Note: MK&A does not process physical paychecks

