



New Client Corporation Packet

Welcome to JTBS Business Solutions and congratulations on becoming a New Corporation, I'm sure you have a number of questions and may feel a bit overwhelmed with the information overload. This packet should help walk you through the next few steps required. Our goal is to guide you through this transition and assist you every step of the way please feel free to call us with any questions or concerns at (940) 626-0010.

Step One: Corporate set up

This section will be completed by Jackie.

- Obtained your EIN,
- Corporate Papers,
- Banking Resolution
- Sign your Form 2553 (Making your Election to become a Corporation)
- Receive a Copy of Bookkeeper's Agreement

Step Two: Review and Sign Bookkeeper's Agreement

No work will be started on your account until this agreement has been signed.

- Your account has been assigned to _____, she will be your main point of Contact with JTBS.
- Return your signed Bookkeeper's Agreement to your Account Manager.

Step Three: New Bank Account

Your Account manager cannot setup EFTPS or TWC, Versa Check or Activate Direct Depositor (if applicable) without your new Bank information.

- Take Banking resolution to bank and set up New Corporate Account with online access
- Complete the included "Corporate Bank Account Form", and return it to your Account Manager

Step Four: Employee Information

No Payroll can be ran without this information

- Complete the included W-4 for each employee.
- Complete I-9 Form and attach copy of DL & SS#
- Complete the include Position, Wage and Direct deposit form for each employee.
- Return them to your Account Manager.

Step Five: Account Data

At this point the "Ball" is in your court, your Account manager can only enter and update your account with the information you have provided her. Until she has been provided this information your financial reports will not be complete.

- Provide your Account Manager with any and all data that needs to be entered into your books:
- Copies of Bank Statements w/ images.
- Credit Card Statements.
- Any Cash receipts paid from personal fund for Company expenses.