

PAYROLL REQUEST FORM FOR

PAY PERIOD DATES: \_\_\_\_\_

CHECK DATE: \_\_\_\_\_

ENTER  
NEW  
EMPLOYEE

LIST EMPLOYEES, ALPHA BY LAST NAME	REG HRS	OT HRS	SICK HRS	DRAW	RATE	OFFICER INS OR PAID INS	NOTES BONUS	1ST DAY OF WORK

**PAYROLL TAX DEPOSITS WILL BE SETUP BY ELECTRONIC WITHDRAWAL FROM YOUR BANK FOR THE 15TH OF THE FOLLOWING MONTH. UNLESS YOU CHECK ONE OF THE BOXES, AND SIGN.**

☐ DO NOT SETUP TAX DEPOSITS THIS MONTH. I WILL PAY THEM LATER, WITH INTEREST AND PENALTY.

☐ SET UP MY IRS TAX DEPOSITS FOR THE FOLLOWING DATE: \_\_\_\_\_

☐ SET UP MY OREGON TAX DEPOSITS FOR THE FOLLOWING DATE: \_\_\_\_\_

SHOEBOX BOOKKEEPING INC  
20965 LIMESTONE AVE  
BEND OR 97703  
CELL 541-771-4808  
FAX 541-383-1482

\_\_\_\_\_  
**SIGNATURE OF TAX MATTERS OWNER**

PLEASE FAX AT LEAST 4 DAYS BEFORE PAY DATE  
TO AVOID RUSH PAYROLL FEE OF \$25.00