



## Client Checklist

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- New Business                      Name: \_\_\_\_\_
- Existing Business                      Name: \_\_\_\_\_
- International Business                      Country of Origin: \_\_\_\_\_

### Employer Forms:

- Client Service and Authorization Agreement
- This is our official contract and agreement between Payroll Solutions International and your organization.
- Proposal / Quote signed and returned
- Please send the most recent authorized proposal / quote provided by Payroll Solutions International.
- Registration Form
- This is the company information form, including your banking information.
- ROE Letter of Agreement
- This allows us to electronically generate Records of Employment (ROE). ROE's are required to be issued to an employee upon termination / leave of absence. Please mail or courier the originals to:
- Payroll Solutions International (PSI)  
490 York Road, Building E  
Guelph, ON  
N1E 6V1
- RC59-Business Consent Form
- This authorizes PSI to communicate with the Canada Revenue Agency (CRA) on your behalf regarding your payroll account. Please complete Sections 1 & 5.
- Articles of Incorporation
- This is for background and security checks.

### Employee Forms:

- TD1 Provincial and Federal Forms
- Taxation exemption forms for employees to complete.
- Employee Payroll Information
- ✓ To be completed by employer and employees (see sections).

Client Initial: \_\_\_\_\_

PSI Initial: \_\_\_\_\_