



**BROWN, CRANE
AND ASSOCIATES, LTD**
ACCOUNTING, PAYROLL & TAXES
FOR BETTER BUSINESS MANAGEMENT

COMPANY NAME: _____

ADDRESS: _____

PHONE # _____ **FAX #:** _____

EMAIL: _____

DATE: _____

PAYROLL QUOTE QUESTIONNAIRE

- 1) HOW MANY EMPLOYEES DO YOU HAVE ON PAYROLL? _____
- 2) HOW OFTEN DO YOU PROCESS PAYROLL (weekly, bi-weekly, etc.)? _____
- 3) DO YOU HAVE ANY WITHHOLDINGS FOR INSURANCE, RETIREMENT PLANS, UNION DEDUCTIONS, ETC? IF SO, WHAT TYPE OF WITHHOLDINGS ARE THERE? _____

- 4) DO YOU CURRENTLY USE DIRECT DEPOSIT? _____ IF YES, HOW MANY EMPLOYEES ARE USING DIRECT DEPOSIT? _____
OR, ARE YOU INTERESTED IN DIRECT DEPOSIT? _____
- 5) DO YOU CURRENTLY USE A PAYROLL SERVICE OR PROCESS THE PAYROLL IN HOUSE? _____
- 6) ARE YOU CURRENTLY RECEIVING PRINTED PAYSTUBS OR WOULD YOU BE INTERESTED IN E-MAILING THE PAYSTUBS TO THE EMPLOYEES? _____
- 7) ARE YOU INTERESTED IN SETTING UP AN ESCROW ACCOUNT FOR ALL PAYROLL TAXES, WORKERS COMPENSATION, INSURANCE WITHHOLDINGS, RETIREMENT WITHHOLDINGS, ETC.? _____
**Brown, Crane & Associates, Ltd. requires the use of an escrow account for all payroll taxes and withholdings.
- 8) IF YOU DO NOT HAVE A RETIREMENT PLAN OR HEALTH, LIFE, DISABILITY INSURANCE, ARE YOU INTERESTED IN MORE INFORMATION ABOUT THEM? _____
- 9) IS THERE ANYTHING ELSE THAT WE MAY NEED TO KNOW? _____

COMPANY OFFICER/OWNER

DATE