**BUSINESS INFO:**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Contact number/ E-mail:**

**Company Name: Address: Industry Type: Entity Type:** ☐ Sole Prop. ☐ Partnership ☐ Corp. **How long in business?**

**Number of shareholders: \_\_\_\_\_\_\_\_\_\_ Business Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Documents required: Payroll Voucher**

**Gross Revenue:** ☐ > 100K ☐100-250 K ☐ 250-500K ☐ 500- 1M. ☐ > 1M.

**When do you need our payroll services?**

☐ Right Away ☐ Within a month ☐ > 1month

How many employees do you have?☐ 1-6 employees ☐ 7-13 employees ☐ 14-20 employees ☐ >21 employees

Payment Frequency: ☐ Weekly ☐Bi-Weekly ☐ Monthly ☐ Semi-Monthly

How many subcontractors do you have? ☐ 0 subcontractors ☐ 1-6 subcontractors ☐ 7-13 subcontractors ☐ 14-20 subcontractors ☐ >21 subcontractors.

Payment Frequency: ☐ Weekly ☐Bi-Weekly ☐ Monthly ☐ Semi-Monthly

Are you registered with WSIB? ☐ YES ☐ NO

If yes, what is the frequency of your WSIB premium remittance – Frequency ☐ Monthly ☐ Quarterly ☐ Annual.

Are you required to submit monthly contributions to a local Union? ☐ YES ☐ NO

If yes which Union?

How would you like to pay your employees and subcontractors?

☐ Direct Deposit.

☐ Berman & Associates will print the cheques and you come to the office to pick it up.

☐ Berman & Associates will print the cheques and send them by mail (the cost of the mail will be added to your fee).

☐ Berman & Associates will send you the paystubs/cheques by e-mail and you will print them and pay employees/subcontractors directly.

**Are you interested in any other services for your business?**

☐ **Bookkeeping**

☐ **Invoice Preparation (Billing a client)**

☐ **HST Filing**

☐ **Other services:**