mangomint

Setting up your Mangomint payroll account

This document is a checklist of everything you'll need to get set up to run payroll with Mangomint.

Company Details

Company address

- [ ] Work location
- [ ] Tax filing and mailing address, if different from above

Bank account information

- [ ] Account owner name & account type
- [ ] Routing & Account Number

Federal tax info

- [ ] FEIN (Please have a copy of your IRS Form SS-4/CP 575 or 147-C available)
- [ ] Legal entity name
- [ ] Federal income tax deposit schedule

State tax info

- [ ] State income tax withholding account number and deposit schedule
- [ ] State unemployment account number and tax rate
- [ ] Workers' Compensation Insurance account number and rate
- [ ] Local tax account number

Benefits (if applicable)

- [ ] Health benefits
- [ ] Retirement benefits
- [ ] Paid Time Off policies (PTO)

Company Payroll Information

Pay schedule

- [ ] Pay schedule (Monthly, Bi-weekly, Weekly, etc.)

Payroll history

- [ ] Payroll records from this year
  - [ ] Payroll historical details
  - [ ] Paystubs
- [ ] Dismissed worker info
  - [ ] Full legal names
  - [ ] Social Security Numbers
  - [ ] Home addresses
  - [ ] Worker type (W-2 Employee or 1099 Contractor)

Worker Information

Please make sure all workers have been added as staff members in Mangomint with their compensation type.

- [ ] Compensation details (Commission, Hourly, Salary, etc)
- [ ] Worker type (W-2 Employee or 1099 Contractor)
- [ ] Overtime eligibility, if applicable

You can invite workers to fill out their own personal details.

- [ ] Full legal names
- [ ] Home addresses
- [ ] Birthdays
- [ ] Social Security Numbers
- [ ] Tax withholding details
- [ ] Bank account information