

# 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
- 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