

You can call us at 503-579-8059 or email us at payroll@sosnw.com to have us setup your payroll or if you choose to do part or most of it yourself follow the steps below.

1. Fax the following to 503-214-8709 or email to payroll@sosnw.com.
 - a. Go to [Internal Revenue Service Tax Information Authorization](#) form, fill out section 1 and we will fill out the rest. Call us if you have any questions.
 - b. If you are in Oregon fill out the [Oregon Department of Revenue Power of Attorney form](#).
 - c. Go to the [Internal Revenue W-4 form](#) to have your employees fill out new W-4s.
 - d. If you need the I-9 for employees here is the link [Homeland Security form I-9](#). (We don't need these faxed but we can answer your questions about the form).
2. If you have a current payroll service and they file through EFTPS and/or a state website:
 - a. Please ask them for any user id and password. Fax the information to 503-214-8709.
 - b. If they won't give you the user id and password or if they don't file through EFTPS and the state website we can do the following:
 - i. Setup the federal through QuickBooks
 - ii. If you are filing in Oregon:
 1. Fill out page 7 of the [Oregon Department of Revenue ACH Debit Electronic Funds Transfer Program Guide](#) and fax it along with a copy of a voided blank check to 503-947-2016.
 2. You could use the bank's method (credit) which is on another page but you will be charged a fee so I recommend the debit version.
3. If you do file in another state please contact us at 503-579-8059.
4. We can use our QuickBooks payroll license to do your payroll and the fee is much less than the QuickBooks annual charge.
5. If you need to setup payroll in Oregon here is the link to the [Combined Employer's Registration form](#). Call us with questions at 503-579-8059.
6. If you need a W-9 for contractors here is the link to the [Internal Revenue Service form W-9](#).
7. You will find additional forms on [Payroll Resources](#).