

Get Started Checklist

Our Sabre Payroll process lets you set-up all your company and Employee information online. Listed below are the items you will need during the automated set-up process.

Any questions you may have before, during or after the set-up please call us at 800-377-4201

Company Information

- Company legal name
- Company DBA if applicable
- Mailing address
- Phone numbers
- Fax number
- Company e-mail
- Tax filing address (if different)
- Company bank route & account number

Tax Set-up

- Federal I.D. number
- State withholding I.D. number
- State unemployment I.D. & rate
- Local I.D. numbers

Note: All tax I.D. numbers will be verified with an accompanying form from the agency with the I.D. number on it prior to the first payroll run.

Employee Information

- Name
- Hire date
- Date of birth
- Home address
- Compensation
- Federal withholding allowance
- State withholding allowance
- Phone Number
- Social security number
- Email address
- Bank routing & account number
- Types of pay
- Other deductions

Get Help: 800-377-4201