



PAYROLL SERVICE REQUIREMENTS

1. Copy of owner's Driver's License or State ID
2. Copy of most recent bank statement
3. Bank access for microdeposit verification
4. Bank account MUST be a business account to offer direct deposit

PROCESSING TIME FOR DIRECT DEPOSITS

The first time DD is ran, there is a processing time of 4 BUSINESS days. If employee's are to be paid on Fridays, these hours will need to be turned in by 8am on Monday.

After completion of first payroll run, we can move up to expedited payroll with a processing time of 2 business days. If employee's are to be paid on Fridays, these hours will need to be turned in by 8am on Wednesday

Paper payroll checks are available within 24 hours from the time CBS has been issued hours. We can keep a signature on file and print signed checks so they will be ready to hand out to your employees or CBS can provide you unsigned checks in which will need to be signed before handing out.

For direct deposit, net check amounts (to be deposited in employee's accounts) will be drafted from your business account, midnight of the night we process your payroll. All your taxes due for that payroll run will be drafted from your business account, midnight of the night before your employee's get paid.