Quickstart Guide

Online Payroll

The secure, convenient way to pay and manage payroll.
Getting Started with Online Payroll

It’s easy to get started with Online Payroll. Just follow these simple steps.

First, sign on to Online Cash Manager.*

Go to suntrust.com. From the Small Business section, select Online Cash Manager. Then, enter your user ID and password. Click Sign On.

*If you aren’t yet set up to use Online Cash Manager, go to suntrust.com/ocm to learn more.

Specific notice to terminate Online Payroll must be given to Bank by Company. Such notice to terminate is separate and distinct from notice to terminate Online Cash Manager.
Getting Started with Online Payroll, continued

Then click on Payroll to begin using the Online Payroll service.
Step 1: Company Setup

To expedite setup of your Online Payroll service, have the following information available when you begin online enrollment:

**Company Information**
- Proof of your Federal Employer Identification Number, which can be a letter from the IRS (from the last 2 years), 8109 Deposit Coupon, or SS-4 form from the IRS (from the last 2 years)
- State Income Tax number (if applicable) and State Unemployment number and rate
- Pay schedule for your first payroll
- Deductions for your employees

**Employee Information**
- Employee personal information: name, address, email, social security number
- Pay information: hire date, birth date, status type (active, new hire, terminated), pay type (hourly, salary), pay amount
- Direct Deposit information (if applicable)
- Tax (W-4) information: Filing Status (married, single), allowances
- Deduction amounts (if applicable)

Your basic company information is pre-filled based on your Online Cash Manager profile.
Step 2: Account Number and Routing Number

Select the Checking Account Number from the drop-down list you would like to use for payroll. This is the account that will be debited at the time you submit payroll.

Note that the Routing Number used for Online Payroll is SunTrust’s primary routing number used for all electronic payments. This number does not need to match the routing number associated with your checking account.
Step 3: Default Earnings Type

Select your Default Earnings type. The most common earnings types are listed, however additional earnings types may be added at any time.
Step 4: Federal Employer Identification Number

Enter your **Federal Employer Identification Number** (FEIN) and all states where you transact business or employ individuals.

The Employer ID Number field is pre-filled with the FEIN from your Online Cash Manager profile. Please verify that this is the FEIN associated with the entity you are enrolling in Online Payroll, and update this field as needed.

If you are in the process of applying for your State Tax ID number, note that additional per payroll fees will apply if this information is not provided within 30 days of your completed enrollment.
Step 5: Pay Period Information

Select your Pay Frequency.*

*Online Payroll supports only one pay schedule. If your business uses multiple pay schedules, this service might not be a good fit for you. To find out more, call 877.432.1824.
Step 6: Deductions

Add Deductions (optional).
Step 7: Department Codes

Add Department Codes or Benefit Accrual information (optional).
Step 8: Terms and Conditions

Review the SunTrust Bank Online Payroll Service Terms and Conditions and be sure to check the box to accept the terms and continue.

| Company's Legal Name: ABC COMPANY |
| Company DBA (Doing Business As): |
| Company Type: Sole Proprietorship |
| Federal Employer ID Number: 20-1234567 |
| Business Address: 123 MAIN STREET |
| ATLANTA, GA 30301 |
| Company Payroll Administrator: John Doe |
| Company Payroll Administrator Email Address: john.doe@sunmail.com |
| Company Payroll Administrator Phone Number: 4045551212 |
| Company Payroll Administrator Fax Number: |
| Company Payroll Approver: John Doe |
| Company Payroll Approver Email Address: john.doe@sunmail.com |

Are you the Company's Principal?  ○ Yes
Step 9: Service Agreement

Print the Payroll Service Agreement for your records.
Step 10: Fax or Mail Required Forms

To complete Company Setup, download and submit the required forms, including Power of Attorney, by fax or mail, and continue to Employee Setup.
Enter information about each employee, including name, address, social security number, pay type (hourly or salary), and hire date.
Step 12: Verification Email

Within a week after you submit the forms, you will receive an email from SunTrust Online Payroll (help@suntrust-payroll.com) that confirms your setup is complete.

You will need to sign on to Online Cash Manager (see page 2) to verify your enrollment information.

*Fees for service commence when above mentioned electronic communication is received.*
Run Payroll!

You can now begin using Online Payroll. Based on the pay schedule you provided in the enrollment process, you will be reminded by email when it’s time to run payroll. Simply sign on to Online Cash Manager and click the Payroll tab and you can begin processing payroll in as little as three clicks. To learn more about the features of Online Payroll or for additional questions:

- Visit suntrust.com/onlinepayroll
- Call 877.432.1824
- Email info@suntrust-payroll.com