

ADP, the leader in the payroll business and White Glove have teamed up to provide a simple cost-effective way to pay your Home Health Companion.

**Program Benefits:**

- ✓ Dedicated Payroll Specialist
- ✓ Full Tax Compliance
- ✓ Direct Deposit
- ✓ 15% White Glove Payroll Discount

ADP is the expert when it comes to Home Health Companions. That's why thousands trust ADP to handle their payroll accurately, efficiently, and on time.

**How do I get started?**

Home Health Companion Set-Up process – easy as 1,2,3. . .

Step 1: **Contact Donald Cavanaugh at ADP, Inc. 973-739-3125 and he will walk you through the following:**

- Federal Tax Withholding requirements
- Workers' Compensation requirements
- Form and documents to be filed with Federal and State Agencies

Step 2: Provide ADP with required set-up information:

- EIN (Employer Identification Number)
- Employee's form W-4
- Voided check from Bank Account
- Form I9 (Immigration and Naturalization)
- Employee check for Direct Deposit

Step 3: **Have peace of mind knowing that ADP**, the leader in payroll services, is handling all of the required compliance work regarding payment of wages to your Home Health Companion.

Sincerely,



Donald Cavanaugh  
District Manager

