

Checklist for

(Payroll services)

This checklist is for prepared to assess the requirements of the client.

A list of required documents are given below:

1. Details of employee (Name, Employee ID, Designation, Email ID, Joining date)
2. Details of health insurance.
3. Details of contribution to provident fund
4. Personal income tax deduction
5. TDS submission status challan copy
6. Preparation of corresponding payment orders, and transfer orders for employees' salaries.
7. Preparing and filing annual salary returns (108 and 108A).
8. Registration/deregistration of employees with relevant social institutions.
9. Copy of the appointment letter of the employees

Accfintax

Apt#5A (5th Floor), House-48/C, Road-11

Banani C/A, Dhaka-1213, Bangladesh

Phone: +880 1554 000 000

www.facebook.com/accfintaxbd

www.accfintax.com