

## Simplify Church Overview

### What To Expect When On-Boarding

Our team has worked hard to make on-boarding with Simplify Church as quick and simple (*as our name implies!*) as possible. Here are some of the things you can expect after we receive your On-boarding Agreement that is located on our website. Most of these required documents can be found and downloaded here on the Grow website.

\*The time frame most of these can be completed is very little, however, it is very dependent on what information you have readily available. The faster you get the required documents to us, the faster on-boarding will be completed.

**On-Boarding Agreement** Est. time to complete: 0 minutes

Go ahead and check this one off... it's done!

**Bookkeeping Required Documents** Est. time to complete: 5 mins – 2 days

- Check Signature Form
- ACH Agreement
- Voided Check

**Payroll Required Documents** Est. time to complete: 1 hour -3 days

- Employer Packet
  - Form 8655
  - Church Information Sheet
  - Signature Page
- Employee Packet
  - Federal W-4
  - Form I9
  - Employee Information Sheet
  - Direct Deposit Form
  - State W-4 (if applicable)

**Bookkeeping Set-Up** Est. time to complete: 1 hour -3 days

- Set up on-boarding call (email will be sent with link to schedule call)
- Send backup of Quickbooks File (if applicable)
- Send in approved church budget
- Send in contributions information

**CONGRATULATIONS!!**

All of the on-boarding documents are submitted! Our team is looking forward to serving you!

**That's It...It's Just That Simple!**