Transfer your existing payroll

To transfer, gather the required documents from your existing payroll. Then, give us a call and we'll take care of your payroll transfer together.

Why is this important? Transferring your existing payroll correctly will help avoid any payroll or tax complications. For more information, please visit Gusto's resource page.

Gather the following documents:

- Quarter-to-date (QTD) paystub information from each prior quarter for active and dismissed employees paid this year.
- Individual paystubs from the current quarter for active and dismissed employees.

Your first check date	Documents required
Quarter 1 (January 1 - March 31)	• Every paystub in the current quarter
Quarter 2 April 1 - June 30)	• QTD amounts on the last paystub in Q1 (1/1 - 3/31) with a check date of 3/31 or earlier • Every paystub in the current quarter
Quarter 3 (July 1 - September 30)	• QTD amounts on the last paystub in Q1 (1/1 - 3/31) with a check date of 3/31 or earlier • QTD amounts on the last paystub in Q2 (4/1 - 6/30) with a check date of 6/30 or earlier • Every paystub in the current quarter
Quarter 4 (October 1 - December 31)	• QTD amounts on the last paystub in Q1 (1/1 - 3/31) with a check date of 3/31 or earlier • QTD amounts on the last paystub in Q2 (4/1 - 6/30) with a check date of 6/30 or earlier • QTD amounts on the last paystub in Q3 (7/1 - 9/30) with a check date of 9/30 or earlier • Every paystub in the current quarter