



RECORDS AND INFORMATION FOR A TEMPORARY EMPLOYMENT AGENCY PREMIUM AUDIT

Required:

- Payroll Journal/Register
- Payroll Separated by Client Company
- Sales by Client Company
- Employer's Quarterly Federal Tax Return – Form 941
- State Quarterly Tax and Wage Report – RI DET-TX-17
- Cash Disbursements Journal / Business Checkbook
- 1099's / 1096

The following may be requested:

- Files of the Invoices to Client Companies for Random Samplings
- Photocopies of Checks / Payments from Client Companies – First Audit on New Account
- Invoicing / Billing Reports
- 1120 Federal Tax Return
- Bank Statements
- Job Orders if Utilized
- General Ledger or Profit and Loss Statement
- Other Records May Be Deemed Necessary by the Auditor