



Your *Payroll* Solution



Payroll regulations are constantly changing...

**... making paying your employees
a tremendous headache.**

In addition to the provisions of the Federal Fair Labor Standards Act (FLSA), each state and even locality can have different laws and requirements. And not all employers are subject to the FLSA. There are even situations where the company as a whole is not subject to FLSA, but specific employees of the organization ARE. Or your company was not subject last year, but could be this year due to income growth or changes in your business model. It's enough to make your head spin.

**But don't worry... we can take
away this hassle.**



Key Benefits

1. Leaving us to deal with your payroll takes away all the headaches and frees up your time to focus on running your business
2. You can sleep at night knowing you are complying with current legislation.
3. You will know your payroll is submitted on time.
4. Professional payroll advice is just a phone call away
5. Less stress as we take care of the complicated parts
6. Enhanced data confidentiality.
7. Improved record retention.
8. No internal payroll software and reduced IT costs.
9. Real time information to support business decisions.



How much will it cost?

No one likes surprises, so our payroll package lets you know up front what our fees will be to prepare your payroll.

Prices for our payroll package are based on your specific circumstances, such as, the number of employees you have and how frequently you run your schedule.

Whatever your size, you will find one of our payroll package will suit your needs. The table below summarises what is included within our payroll package.

Payroll Package in detail

Our Payroll Package includes the following services:

- ✓ Paycheck prep
- ✓ Employee access to online paystubs and W2s
- ✓ Direct deposit
- ✓ Payroll tax deposits
- ✓ Payroll form prep
- ✓ W2 prep
- ✓ New hire reporting
- ✓ Unlimited advice on payroll matters
- ✓ Client communication and document sent through Client Portal
- ✓ Payroll tax notices and payroll audits
- ✓ Handle vacation pay, deductions, garnishments





How you benefit from *our payroll service*

Collect your payroll data - Every pay period (weekly, bi-weekly, semi-monthly or monthly) our reminder system will request the data we need to process the payroll for you, which means you can focus on running your business without having to remember when you need to get the information together to pay your employees.

Provide access to our new employee checklist

- This will make it much easier to ensure you collect everything you need when you employ a new person and ensure employee details are recorded correctly with local unemployment authorities.

Process the payroll - Our payroll system will carry out all of the calculations based upon the information you supply to us, which means you can be sure you are paying the correct amounts to your employees as well as tax authorities. This will include the calculation of social security and medicare payments, withholding tax, and voluntary deductions. We will initiate the payment to your employees. We will also keep detailed records for audit purposes.

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How you benefit from *our payroll service* continued

Process final payroll for departing employees

We will process any employees who leave to ensure the accuracy of the final payments and deductions (e.g. pro-rated salary, holiday pay, etc) and produce form W-2 for these employees.

Ensure compliance with the latest payroll legislation

Tax and payroll legislation is constantly changing, but you can leave those worries to us and focus on building your business.

Provide detailed electronic paystubs

Access to electronic paystubs is provided to all employees.

Calculate and submit payments due to the Internal Revenue Service

These calculations will include social security and medicare payments, as well as income tax withholding.

We will submit the correct amount to the IRS for you every month, to avoid any penalties and interest.

Calculate and submit payments due to state and local tax authorities

These calculations will include income tax withholding, as well as unemployment accruals. We will submit the payments for you as required, so that you will never owe penalties or interest.

Report new hires to state authorities

Many states require that all new hires be reported, even if they work only one day. We will submit this report for you, based upon the information you provide.

Provide summary payroll reports

These reports will help you with your monthly bookkeeping.

Complete and submit quarterly 941 reports

At the end of each quarter, you must submit certain wage and tax information to the IRS, but we will do this for you. If you are a very small employer, we will complete and prepare the annual Form 944 instead.

Complete and submit quarterly state payroll reports

Each state requires the submission of certain wages and tax information quarterly. We will do this for you.

Provide year-end W-2s for each employee

In addition to paystubs, you must provide every employee with a W-2 at the end of the tax year, and once again we will do this for you. We will also submit all W-2s and the summarizing form W-3 to the Internal Revenue Service, and to state taxing authorities.

Complete and submit annual FUTA filing

This federal unemployment tax is paid only by the employer, based on employee wages. We will calculate the accrual of this tax, and complete and submit the annual form and payment on your behalf.

How you benefit from our payroll service continued

Supply you with forms to record essential personnel information

By law you must maintain records of employees. We will make your life easier with our full package of templates and government forms.

Record and calculate court-ordered garnishments

These may include child-support, marital-support, back taxes or other garnishments.

Record and report health insurance for S-Corp shareholders – Health and accident insurance premiums paid on behalf of a greater than 2% shareholder of an S-Corp are deductible to the corporation, but also reportable as wages on the shareholder-employee's W-2. They are subject to income tax withholding, but are not subject to social security, medicare or unemployment taxes. We will make these calculations for you, and ensure that the amount you pay for your health insurance is recorded correctly

Maintain vacation and sick time accruals

Set up employee vacation and sick time accrual rates, and keep a record of vacation and sick time taken. This is increasingly important as many localities move to implement earned sick time laws. Employee paystubs will also show these accruals.

Unlimited support for payroll matters

There will be times when you have a question about your payroll. As part of our payroll service you get unlimited email and telephone support on all payroll matters. This means you can call on us at any time knowing that you will never be charged for our time or advice. We hope you will feel free to speak to us whenever you need to, without ever having to worry about the cost. Of course, if the issues raised at any of these unlimited free consultations require research or analysis beyond this consultation and outside the scope of our payroll service, we will give you a fixed price quote for that extra work before any additional work is started. This means you will NEVER get an unexpected bill.





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We are happy to answer any questions
you may have so feel free to give us a call
at **770-392-1113**