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Payroll Management Services

Access your account online or speak with your assigned service representative. We will prepare:

Every Pay Period

- ✓ Payroll checks and/or Direct Deposit notices
- ✓ Employee Earnings Statements
- ✓ Payroll Register
- ✓ Company Totals Summary
- ✓ Input Worksheet
- ✓ Check Reconciliation Report

We also:

- ✓ Transfer funds from your account for Federal and State payroll tax deposits
- ✓ Provide a detailed listing of tax liabilities on your Company Totals Summary.

Every Deposit Period

- ✓ Automatically deposit all tax liabilities to the Federal and State agencies on the due date and send you written notification

Quarterly

We prepare and file:

- ✓ 941 Quarterly return
- ✓ State Quarterly Wage & U.I. Returns
- ✓ Deposit Federal Unemployment Insurance

Annually

We automatically file:

- ✓ Employee & Employer Federal and State W-2s
- ✓ W-3 Recap of Federal Withholding
- ✓ 940 Federal Unemployment Insurance Return
- ✓ State Annual Payroll Tax Return

We also:

- ✓ Send copies of all returns for your records
- ✓ Create Employee W-2s and 1099 forms

This proposal is valid for thirty (30) days and is based on the number of checks processed and services provided as quoted above.

| | |
|---|-----------------------|
| Service Summary | |
| <i>Per Payroll</i> | |
| Date: _____ | Sales Rep: _____ |
| Company Name: _____ | |
| Contact: _____ | Tel: _____ |
| No. of Employees: _____ W <input type="checkbox"/> BW <input type="checkbox"/> SM <input type="checkbox"/> M <input type="checkbox"/> | |
| Base Cost: | |
| Tax Services: | |
| Direct Deposit: | |
| Check Sign, Stuff and Seal: | |
| Sick, Vacation, Holiday, Accruals: | |
| | |
| Estimated Cost Payroll Processing: \$ _____ | |
| Quarterly Returns | |
| Returns: _____ | |
| Annual Returns | |
| Returns: _____ | |
| W-2: _____ | |
| 1099: _____ | |
| Conversion Fees | |
| Signature Scan: | \$35.00 _____ |
| Logo Scan: | \$75.00 _____ |
| Implementation Fee: | \$35 \$75 \$100 _____ |
| HR Package: | _____ |
| Training: | _____ |
| D.D. Setup: | \$25 \$50 \$75 _____ |
| Custom Reporting: | _____ |
| Total Conversion Cost: | \$ _____ |

 Authorized Signature Date

Affiliation (for internal use): _____

Estimated Delivery: UPS Overnight _____
 U.S. Mail _____
 Pick Up Free
 E-Download Free