

PAY-DAY PANIC HANDLED



WEEKLY	\$149 BASE + \$13 PER EMPLOYEE/CONTRACTOR
BI -WEEKLY	\$113 BASE + \$11 PER EMPLOYEE/CONTRACTOR
SEMI -MONTHLY	\$108 BASE + \$11 PER EMPLOYEE/CONTRACTOR
MONTHLY	\$71 BASE + \$9 PER EMPLOYEE/CONTRACTOR

MONTHLY INVESTMENT AND PER EMPLOYEE/CONTRACTOR FEES ARE CHARGED MONTHLY EVEN IF PAYROLL IS NOT PROCESSED. THE PER EMPLOYEE/CONTRACTOR FEE IS ASSESSED FOR EACH ACTIVE EMPLOYEE/CONTRACTOR IN THE SYSTEM WHETHER THEY ARE INCLUDED IN A PAYROLL RUN OR NOT.

- EASY PAYROLL ENTRY VIA SECURE PORTAL
- DIRECT DEPOSIT
- PORTAL FOR EMPLOYEES
- SELF SERVICE W2/W3 PREPARATION/FILING
- SELF SERVICE 1096/1099 PREPARATION/FILING

ADDITIONAL SERVICES/COSTS

- **\$295 SET UP FEE** [UP TO 10 EMPLOYEES/CONTRACTORS]
[+ \$10 PER EMPLOYEE/CONTRACTOR OVER 10]
- EACH ADDITIONAL STATE OR LOCAL TAX FILING - \$25/MONTH
- RETURNED DIRECT DEPOSITS - \$25 EACH
- AMENDED FEDERAL OR STATE RETURNS - CASE-BY-CASE BASIS

CLIENT RESPONSIBILITIES

- RESPONSIBLE FOR ENTERING AND SUBMITTING YOUR PAYROLLS IN THE PORTAL IN A TIMELY FASHION
- RESPONSIBLE FOR ADDING NEW EMPLOYEES AND DEACTIVATING TERMINATED EMPLOYEES
- RESPONSIBLE FOR SUBMITTING PAYMENTS TO THE PROPER PARTIES FOR GARNISHMENTS, CONTRIBUTIONS, OR ANY OTHER ELECTRONIC 3RD PARTY TRANSACTIONS
- RESPONSIBLE FOR ENSURING SUFFICIENT FUNDS FOR PAYROLL TAXES AND NET PAY ARE AVAILABLE TO AVOID NSF
 - IN THE EVENT OF AN NSF:
 - \$100 NSF FEE
 - WE WILL REATTEMPT TO COLLECT FUNDS
 - IF UNSUCCESSFUL - WE MAY TERMINATE PAYROLL