

# PAY-DAY PANIC HANDLED



<b>WEEKLY</b>	<b>\$139 BASE + \$12 PER EMPLOYEE/CONTRACTOR</b>
<b>BI -WEEKLY</b>	<b>\$105 BASE + \$10 PER EMPLOYEE/CONTRACTOR</b>
<b>SEMI -MONTHLY</b>	<b>\$100 BASE + \$10 PER EMPLOYEE/CONTRACTOR</b>
<b>MONTHLY</b>	<b>\$67 BASE + \$8 PER EMPLOYEE/CONTRACTOR</b>

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 3<sup>RD</sup> 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