

# Introducing payroll you can trust from Bookkeeping Administration Management

## Say good-bye to payroll hassles

Now you can trust your payroll is in good hands. There's nothing better than personal attention from a trusted advisor who knows your business. Our high-quality payroll service is customized for you and your business. Rely on us to deliver top quality service all year long. You'll be delighted with the results!

## Accurate payroll you can count on

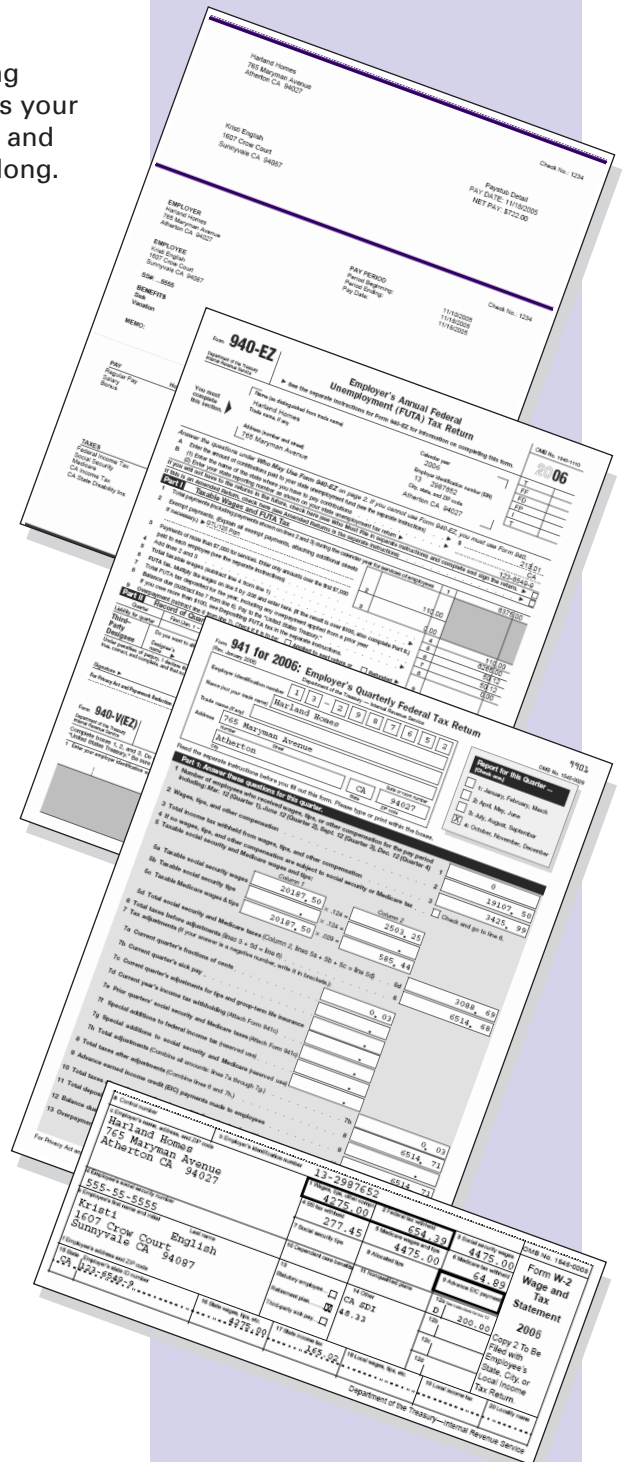
- Each payday, tell us your employee hours. We calculate all federal, state, and local taxes, as well as voluntary deductions such as retirement plan contributions or insurance premiums. It's all guaranteed to be 100% accurate.
- Your tax deposits will be on time and correct—every time.
- We complete your federal and state payroll filings for you, including quarterlies, year end forms and W-2's.
- All of your payroll information will be maintained and available: employee records, past pay stubs, tax filings, and records of tax payments.

## No more IRS penalties!

- Did you know that each year, 1 out of 3 small businesses pays a penalty to the IRS? With our payroll service, you'll never miss a tax deadline or pay the wrong amount.

## You and your employees will be pleased

- On payday, paychecks can be handed out, or they can be electronically deposited into employee bank accounts with our Direct Deposit service. Your employees will love you for Direct Deposit! No more trips to the bank! We also provide professional pay stubs detailing the current as well as year-to-date withholdings, vacation and sick time.
- All common pay types are supported.
- Voluntary deductions are also handled, such as insurance, retirement plans, and many others.



We will make sure your paychecks, tax filings, tax payments, and W-2's are accurate and on time, every time. Relax... your payroll is in capable hands.

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# Questions & Answers

## What do I need to get started?

All we need is your company and employee information, and payroll history (if any) for this year. Call us to schedule an appointment to discuss your payroll requirements. We will design a customized payroll solution for you.

## Can I switch payroll providers mid-year?

As long as you have records of your payroll history, you can switch at any time.

## Can I import this information to my accounting software?

You can import your payroll data into accounting software such as QuickBooks®, QuickBooks Online Edition, QuickBooks for Mac, ATX Cash Command, ATX Total Command, and Microsoft® Money, so that all information is in one place.

## What about W-2's?

At year-end, we create W-2 forms for you and your employees. And we take care of filing them with the Social Security Administration.

## What if an employee needs a copy of an old pay stub?

No problem. We maintain complete records of your payroll data, for quick access whenever you need it. Your employees can also access their pay stubs securely online at PaycheckRecords.com, 24 hours a day, 7 days a week.

## How will I stay on top of my payroll details?

We will provide you with a variety of reports that will allow you to remain informed and in control of your payroll.

State	Rate	Net Amt	Hours	Excess Withheld	Deductions	Total Pay	Employer Taxes	Total Cost	Check Num
10/28/2005	Arnd English	\$655.79	40.00	\$289.21	\$900.00	\$3,000.00	\$157.11	\$1,117.11	1211
10/28/2005	Kimberly Lee	\$656.74	40.00	\$288.26	\$75.00	\$1,000.00	\$116.52	\$1,116.52	1210

Employee	Pay Type	Net Taxes	Net Deductions	Net Company	Net
Arnd English	Reg	\$655.79	\$289.21	\$900.00	\$1,117.11
Kimberly Lee	Reg	\$656.74	\$288.26	\$75.00	\$1,116.52

Description	Type	Total Withheld
Delta Dental	Pretax Dental Insurance	\$342.00
Schwab	401K	\$1,080.00
Thrift Plan	Other after tax deductions	\$15.00

CA PTE / SDI	Total Wages	Excess Wages	Taxable Wages	Tax Amount
CA Income Tax	\$19,187.50	\$0.00	\$19,187.50	\$454.74
CA State Disability Ins	\$20,187.50	\$0.00	\$20,187.50	\$218.03
<b>Total</b>				<b>\$672.77</b>

CA PTE / SDI	Tax Amount	Tax Paid	Tax Overd
CA Income Tax	\$454.74	\$454.74	\$0.00
CA State Disability Ins	\$218.03	\$218.03	\$0.00
<b>Totals</b>	<b>\$672.77</b>	<b>\$672.77</b>	<b>\$0.00</b>

Federal Taxes (941)	Tax Amount	Tax Paid	Tax Overd
Federal Income Tax	\$1,425.99	\$1,425.99	\$0.00
Social Security	\$1,293.84	\$1,293.84	\$0.00
Social Security Employer	\$1,293.84	\$0.00	\$1,293.84
Medicare	\$292.72	\$292.72	\$0.00
Medicare Employer	\$292.72	\$292.72	\$0.00
<b>Totals</b>	<b>\$5,609.11</b>	<b>\$5,609.11</b>	<b>\$0.00</b>

FUTA Employer (940)	Tax Amount	Tax Paid	Tax Overd
FUTA Employer	\$128.15	\$0.00	\$128.15
<b>Totals</b>	<b>\$128.15</b>	<b>\$0.00</b>	<b>\$128.15</b>

## Accurate Paydays

- Guaranteed accurate federal, state and local tax calculations
- Professional paychecks and pay stubs
- Direct deposit
- Secure online employee access to pay stubs
- Payments to independent contractors
- Wage garnishments
- Vacation and sick pay tracking
- Pay types: salary, hourly wages, multiple pay rates, bonuses, cash tips, paycheck tips, expense reimbursements, allowances, holiday, and more
- Voluntary deductions: taxable and pre-tax premiums for medical, dental, and vision; retirement plans; flexible spending accounts: dependent and medical care; cash advance and loan repayments; and others

## Federal Tax Deposits and Filings

- Quarterly and year-end filings
- W-2's
- W-4's, I-9's and employer registration forms

## State Tax Deposits and Filings

- Quarterly and year end filings
- New hire reporting
- Employer registration forms

## Accounting Software Integration

- Payroll data integration available for QuickBooks®, QuickBooks Online Edition, QuickBooks for Mac, ATX Cash Command, ATX Total Command, and Microsoft Money

## Detailed, Insightful Reports

- Employer reports: Tax Liability, Tax and Wage Summary, Total Pay, Tax Payments, Workers' Compensation, Vacation and Sick Leave
- Employee reports: Payroll Summary, Payroll Details, Deductions, Last Paycheck, Employee Details

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