



Services the monthly payroll fees include

Entry of payroll data
Direct Deposit or check processing (for under 20 employees on DD)
USPS Mail or email delivery (not everything can be emailed)
Collection & remittance of payroll taxes (Federal & State)
Local Tax filing
Quarterly reports
Year-End W-2 processing
Basic HR questions
Job costing tracking
Deductions from employees (health insurance, uniforms, 401k, etc)
Company address & bank account changes (not with Government agencies)
Employee address & bank account changes

Services **in addition** to the monthly payroll fee

Pay stub reprinting and extra reports \$2 per report or pay stub
Physical check reprinting \$10
Same day payroll turn-around \$25 rush fee
W2 and 1099 reprinting \$2
Manual check calculations (termination checks or client errors on payroll) \$10
Vacation / Sick / Personal tracking on pay stubs (dependent on # of employees but usually \$5 per)
FedEx delivery starts at \$22 (Varies)
Priority Mail delivery (USPS) \$6.85 (subject to change)
New Hire Reporting \$5.00 / new hire
Garnishments \$35 setup fee (can be deducted from the employee) & \$35 yearly fee afterwards
Federal & State payroll account setups \$50 / form / agency
Multi-state payroll processing \$15 / state / month
Additional payroll runs \$25.00
Amended payroll \$25.00
Direct deposit reversal \$30
Workers Compensation reports \$75 / hour
Additional Administrative filings for employees or company \$75 / hour (ie: Verification of Earnings)
Posting retirement contributions (dependent on the # of entries)
Year-End 1099 processing for contractors not paid through payroll (dependent on the # of 1099's)
Quarterly Report fee (if no payroll is processed during the month) \$30 / month
More than 20 employees on direct deposit
Insufficient funds when pulling taxes (\$50)
NSF when debiting for direct deposit (\$140)
NSF when debiting payroll fees (\$50)
Payroll account closures with IRS & State – done during Quarterly Reports
Change of Address forms for government agencies \$50
Business name or entity change with government agencies \$50