

PROFESSIONAL BUSINESS SERVICES

TELEPHONE 978-532-6351

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COMPARE OUR COST WITH YOUR CURRENT COST

PAY PERIOD YOU RECEIVE

- Payroll checks
- Check Register
- Processing Fee Check

END OF MONTH YOU RECEIVE

- * Tax Payments Report
- * Monthly State W/H Report
(if applicable)

END OF QUARTER YOU RECEIVE

- 941 Fed Withholding Return
- Quarterly State W/H Tax Return
- State Unemployment Return
- WR-1 State Wage Report

END OF YEAR YOU RECEIVE

- W-2 Forms
- W-3 Federal Withholding Summary
- State W/H Summary
- 940 Federal Unemployment Return
- Detailed Earnings Report
- Printout of EFTPS payments

WORKERS COMPENSATION EXAMS

- Completed in our office

Number of Checks	Fee per Payroll	Number of Checks	Fee per Payroll
1	\$13.00	26	\$38.00
2	\$14.00	27	\$39.00
3	\$15.00	28	\$40.00
4	\$16.00	29	\$41.00
5	\$17.00	30	\$42.00
6	\$18.00	31	\$43.00
7	\$19.00	32	\$44.00
8	\$20.00	33	\$45.00
9	\$21.00	34	\$46.00
10	\$22.00	35	\$47.00
11	\$23.00	36	\$48.00
12	\$24.00	37	\$49.00
13	\$25.00	38	\$50.00
14	\$26.00	39	\$51.00
15	\$27.00	40	\$52.00
16	\$28.00	41	\$53.00
17	\$29.00	42	\$54.00
18	\$30.00	43	\$55.00
19	\$31.00	44	\$56.00
20	\$32.00	45	\$57.00
21	\$33.00	46	\$58.00
22	\$34.00	47	\$59.00
23	\$35.00	48	\$60.00
24	\$36.00	49	\$61.00
25	\$37.00	50	\$62.00

- * Over 50 checks per payroll add \$1.00 per check.
- * Biweekly or Semi-Monthly payroll pricing - Add \$10.00
- * Postage & Handling add \$3.00
- * Additional charges for direct deposit

* Additional fee for tax payments

IMPORTANT FEATURES:

- Personal Service
- Super Quick Turnaround
- Call or Fax in Payroll
- 24 hours a day
- Concise and easy to read reports
- Get only the Reports you use
- Don't get bogged down with excess paper
- W-2 Forms Cost
- \$15 plus \$5 per W-2
- The Best Part Is:**
- * No Employee Training
- * No Equipment Purchase
- * No Software Purchase
- * No IRS Headaches
- * EFTPS Payments Made by us
- * Low Cost
- * Direct Deposit Available
- * Electronic Signature Available