

T. James Williams & Co., A.C.

Payroll Service

Every pay period:

You fax us your wage report and we prepare:

- Payroll checks
- Payroll journal with
 - Month to date
 - Quarter to date
 - Year to dateInformation when requested
- Payroll register
- Prepare your tax deposit checks and coupons for:
 - FICA and Federal Withholding
 - State Withholding, Disability and SUI taxes
- Prepare DE34 Employee Registry for California
- Prepare customized detailed instructions that you can understand

On a quarterly basis:

We prepare:

- 941 Employers Federal Tax Return
- DE-6, State Quarterly Wage Return
- FUTA deposit and coupon
- Send copies of all returns to you for your records

Once a year:

We prepare:

- Your W-2 forms (nominal fee)
- W-3 Transmittal of Wage Statement
- 940 Federal Unemployment Tax Return
- DE-7 Annual Reconciliation Return

Additional benefits:

- We can set you up on the EFTPS program and pay your federal and state payroll taxes electronically. (Each electronic payment charge is \$15.00)
- If set up on EFTPS, we can also handle your other federal tax deposits electronically.

- We will maintain electronic and paper record of all transactions allowing us to reproduce records. We will also be able to reproduce or amend any returns or forms.

- If we are also your accountants, we will have immediate access to payroll information required to complete your bookkeeping, tax planning and reporting throughout the year. Also, there will be no duplication of services and we will always be aware of your payroll status.

Fee Schedule

Charges per pay period.

Number of <u>Checks</u>	<u>Charges</u>
1-3	\$30.00
4-6	36.00
7-9	42.00
10-12	49.00
13-15	56.00
16-18	61.00
19-21	67.00
22-24	72.00
25-27	79.00
28-30	84.00
31-33	88.00
34-36	93.00
37-39	98.00
40-42	102.00
43-45	107.00
46-48	110.00
49-51	113.00

Over 51 add \$1.15 per check.

- Quarterly returns preparation fee \$50.00
- Annual reports - \$26.00 plus \$3.25 for each W-2
- Courier charges extra
- Initial set up fee applies
- Manual and/or termination checks \$20.00
- EFT payroll tax deposits charge \$15.00