

# The Balancing Act

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## PAYROLL PACKAGES

### Basic - \$50/month

Monthly Service  
Up to 3 Employees  
1 Custom Add-on

### Company Package - \$125/month

Bi-Weekly/Semi-Monthly Service  
Up to 10 Employees  
3 Custom Add-Ons

### Business Package - \$100/month

Bi-Weekly/Semi-Monthly Service  
Up to 5 Employees  
2 Custom Add-Ons

### Establishment Package - \$200/month

Bi-Weekly/Semi-Monthly Service  
Up to 25 employees  
4 Custom Add-Ons

Custom Packages available

## PAYROLL SERVICES

### Services Provided:

- Process payroll and provide pay stubs or pay checks
- Provide payroll reports
- Prepare tax deposits electronically
- Prepare New Hire Report
- Prepare Quarterly Payroll Reports and E-file
- Prepare Annual Payroll Reports and E-file
- Inform the client of the amount and due date of the payroll tax payments and filings

### Payroll Custom Add-Ons:

- Out of State Payroll
- Worker's Compensation Service/Reports
- QB Export/File
- Job/Class Reports

### Payroll Extra Fees:

Weekly Service for all packages, except Basic package, is double the monthly fee

### Additional Fees:

- Copies of Reports
- Postage
- Time Card Entry