

# Proposal for Services

# PAYCHEX®

## Every Pay Period

- Payroll checks and earnings statements.
- Payroll journals, department summaries, cash requirements and deposits reports, new-hire/rehire reports, client time sheets.
- Employee payment options: direct deposit, Readychex®, check signing, and check insertion.
- New-hire reporting that meets federal and state compliance requirements.
- Electronic access to payroll reports, including up to four years of information, replacement W-2s, 1099s, and more.
- Labor law poster with hard copy or electronic option, plus necessary updates.
- Web site for information on HR news and issues in the workplace plus personnel forms.

## Each Deposit Period

We automatically deposit all tax liabilities on your behalf, including:

- FICA, federal, FUTA.
- State, SUI, disability, and local payroll taxes (if applicable).
- For your records, a record of all deposits made.

## On a Quarterly Basis

We automatically prepare, file, and supply:

- Federal and state payroll tax returns.
- Local tax returns where applicable.
- Copies of all filings for your records.
- Detailed employee earnings records, custom date range capability.

## Once a Year

We automatically prepare, file, and supply:

- Employer federal and state W-2s with W-3 recap.
- Form 940 Federal Unemployment Tax Return.
- Employee W-2s/1099s in sealed envelopes.
- Copies of all filings for your records.

Proposal presented on 6 / 2 / 2011.

Valid for 1 YR days.

Sales Representative

Victoria McCollum

305-923-6168

## Company Information

Company Name Sigsbee Charter School

Contact Kim Messenger

Title \_\_\_\_\_

Phone No. \_\_\_\_\_

E-Mail Address \_\_\_\_\_

CPA Name \_\_\_\_\_

Payroll Frequency Semi-monthly

No. of Employees 40

## Processing Fee

\$ 147.50

- Payroll Processing *Included*
- Taxpay® *Included*
- Employee Payment Options *Included*
- New Hire Reporting *Included*
- Online Reports *Included*
- Employee Access Online *Included*
- Check Logo *Included*
- Labor Compliance Poster Kit *Included*
- HR & Benefits Essentials<sup>SM</sup> Web site *Included*
- Garnishment Payment Service *Included*
- General Ledger Reporting **OR** Service *Included*
- SUI Full Service *Included*
- Retirement Plan Summary Report *Included*
- Workers' Compensation Report *Included*
- Workers' Compensation Payment Service *Included*

Delivery Method Fed Ex \$ 12.00

(online, courier, pickup, or mail)

**Estimated Per-Pay-Period Total** \$ 159.50

**Activation Fee (One-time)** \$ 100.00

## Annual Fee

Employee W-2/1099 \$ W-2 \$ Amt

(\$ 50.00 base + \$ 5.00 employee)

PPS+