**Company Information**

Company Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City:\_\_\_\_\_\_\_\_\_\_\_\_State:\_\_\_\_Zip:\_\_\_\_\_\_\_\_\_\_# of Employees:\_\_\_\_\_\_\_\_Freq:\_\_\_\_\_\_\_\_\_\_\_

First Paydate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Let Us help your business face the challenges of increased payroll responsibilities and keep your business in compliance with current regulations. We will take on payroll obligations, tax compliance issues and HR responsibilities which will enable you to focus your time on other obstacles or endeavors and let your business grow.*

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**SERVICE FEATURES**

* Payroll Checks/Employee Earnings Statements
* Payroll Register and Department Summary
* Payroll and Tax Summary
* Master file Change and new hire Reports
* Transfer of funds from your account for FIT, FICA, FUTA, SIT and SUI directly to appropriate government agencies
* New Hire Reporting
* Electronic Business Tax Service (EFTPS Compliant)
* Online Payroll Preview & Instant Reporting
* Running W-2 Preview
* Paperless payroll Option

**EVERY QUARTER**

*Using ADP, we will deposit, file and furnish Statements of Deposits and Filings of the following:*

* Quarterly 941 Federal Tax Return
* State Income Tax Returns
* State Unemployment Deposits and Returns
* Federal Unemployment Deposit and Returns
* Employee Quarterly Earnings Records

*ADP assumes full liability for the accuracy and timeliness of payroll tax deposits, tax returns, and will respond to all agency inquiries while on our tax service*

**YEAR-END SERVICES**

* Laser W-2’s (enclosed in envelopes)
* Employer W-3 Transmittal Summary Report
* YTD Totals of all Earnings and Taxes

**OTHER AVAILABLE SERVICES**

* Time & Labor Management (Time clocks)
* Retirement Services (401K & Simple IRA)
* Pay-By-Pay Workers’ Compensation Insurance

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| **COMMENTS** |  | |
|  | |
| **Client Signature: X** | | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |