



INFORMATION THAT WORKS

**BUSINESS
INFOTECH**
SOLUTIONS, INC.

PAYROLL SERVICES

Key Benefits

- Customized, personalized service
- Financial information is confidential and secure
- More affordable than in-house payroll processing
- Save time and reduce stress
- Detailed reports on demand
- 24/7 unlimited access to payroll data

As a business owner, you need to budget your time and resources carefully, and payroll processing consumes a lot of your valuable time and energy. Professional payroll services from Business Infotech Solutions can free you to run your business knowing that a trusted advisor is handling the payroll. With Business Infotech Solutions, you can be assured that you'll never miss a tax deadline, pay the wrong amount or make errors on critical tax forms. We'll complete all federal and state payroll filings for you, including 941/944 quarterly forms, year-end 940 forms and W-2s.

Moreover, our direct deposit service enables you to deposit paychecks electronically in employee bank accounts. This saves you the hassle of writing checks and saves your employees from having to make trips to the bank. Your payroll information will be maintained accurately and securely, and you can access it anytime, from any computer.

ACCURATE PAYDAYS

- Guaranteed accurate federal, state and local tax calculations
- Direct deposit
- Professional paychecks and pay stubs
- Secure, online employee access to payment records
- Payments to independent contractors
- Wage garnishments
- Vacation and sick pay tracking
- All major pay types: salary, hourly wages, multiple pay rates, bonuses, cash tips, paycheck tips, expense reimbursements, allowances, holidays, etc.
- Voluntary deductions, including taxable and pre-tax premiums for medical, dental and retirement plans, flexible spending accounts, dependent and medical care, cash advances, loan repayments and more

FEDERAL TAX DEPOSITS AND FILINGS

- Quarterly and year-end filings
- W-2s
- W-4s, I-9s and employer registration forms

STATE TAX DEPOSITS AND FILINGS

- Quarterly and year-end filings
- Multi-state tax payments and filings
- New hire reporting
- Employer registration forms

DETAILED, ACCURATE REPORTS

- Employer Reports: Tax liability, tax and wage summary, total pay, tax payments, workers' compensation, vacation and sick leave, billing summary, total cost, retirement plans
- Employee Reports: Payroll summary, payroll details, deductions, last paycheck, employee details