



# CUSTOMER SERVICE

## Tax Payments and Returns

Every time a tax payment or tax return is due, we prepare all of the returns, we notify you of the amount due, the due date, where to make the payment and where to send the return.

*Mandatory Insurance  
Workers' Comp...pay as you go  
NYS Disability Insurance*

### You decide...

- Make the payment yourself
- We'll make the payment and file the returns for you through *Tax File 'n Pay*

## Receiving Your Payroll Data

### You're in control...

- You can call us
- Fax us your data
- Forward via e-mail
- Export from your electronic time clock

## Dispatching Your Completed Payroll

### It's completely up to you...

- We can deliver to your door
- Send via US Mail
- Forward via UPS
- You can pick it up at our office

## TAX FILE 'N PAY

*a natural extension of payroll processing!*

With this program we will:

- 1 Deposit all of your payroll taxes,
- 2 File all of your payroll returns,
- 3 Assume responsibility for accuracy and timeliness.

Every week, your bank account will be debited for FICA, Medicare, FUTA, SUTA and federal and state withholdings. Payroll Processing will assure all payroll tax payments are made to the proper filing authorities.

The IRS requires semi-weekly tax filers to pay their taxes electronically. Payroll Processing is pleased to include electronic tax filing as part of the "Tax File 'n Pay" Program at no additional charge to program members.

*An additional fee of \$9.00 per payroll applies  
For member of the Tax File 'n Pay Program.*

### —Q&A—Q&A—Q&A—

- Q** Will we have to change our week ending date or payday?  
**A** *NO—we adapt to your needs*
- Q** How long does it take to receive our payroll?  
**A** *In most cases you receive your checks within 24 hours of the time we receive your information.*
- Q** If our payroll changes from week to week, how does this affect our rate?  
**A** *You are billed only for the number of payroll checks issued for that pay period, no matter how much it may change.*
- Q** Do we have to wait until the end of a quarter or the end of the year to start with Payroll Processing, LLC?  
**A** *NO—you can start at any time of the year. A representative of Payroll Processing, LLC will even compile your year-to-date payroll figures so everything is current and your W-2(s) can be processed.*

## PRICING

Our Standard Pricing Includes...

Payroll Checks ▪ Reports ▪ Schedule B  
940 ▪ 941 ▪ 943 ▪ 944 ▪ NYS45 ▪ W-2 & W-3

*Next Day Service Available!*

<i>Number of Checks Issued</i>	<i>Total Cost Per Pay Period</i>	<i>Number of Checks Issued</i>	<i>Total Cost Per Pay Period</i>
1-2	15.95	23	37.80
3-4	16.95	24	38.75
5	17.70	25	39.70
6	19.40	26	40.65
7	20.60	27	41.60
8	22.10	28	42.55
9	23.30	29	43.50
10	24.45	30	44.45
11	25.70	31	45.40
12	26.95	32	46.35
13	28.15	33	47.30
14	29.35	34	48.25
15	30.25	35	49.20
16	31.20	36	50.15
17	32.15	37	51.10
18	33.10	38	52.05
19	34.00	39	53.00
20	34.95	40	53.93
21	35.90	41+	<i>Please Call</i>
22	36.85		<i>us for Pricing</i>

*You have our guarantee!*

*No hidden costs... No set up fees...  
No contracts to sign... No checks to buy...*

Created by...  
DESIGN SIMPLICITY  
716.874.2964  
DonnaSaviola@aol.com

Business Documents  
Brochures  
Presentations  
Sale Materials