



LandMark

BUSINESS STRATEGIES

**PARTNERING WITH YOUR
HUMAN RESOURCES DEPARTMENT**

**PAYROLL AND TAX SERVICES
HR AND COMPLIANCE SERVICES
WORKERS COMP AND SAFETY SERVICES
EMPLOYEE BENEFITS
EMPLOYMENT PRACTICES & RISK MANAGEMENT**

WE ARE HERE TO HELP



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The LandMark Business Strategies team operates as a business service partner for small- to medium-sized companies. We save you time and money on employee paperwork and human resource administration.

In addition, we provide business insurance and benefits as a Professional Employer Organization (PEO). We leverage all our clients under one umbrella, as one large business, to take advantage of “buying in bulk” discounts.

Let LandMark analyze your business, at no cost, to learn how we can save you time and money.

Use the lists inside and circle the items you want us to cover in your no-cost analysis. There is no obligation, and you will receive cost comparisons to analyze.

MOST POPULAR SERVICES

- **PAYROLL PROCESSING**
- **GROUP HEALTH INSURANCE**
- **WORKER'S COMPENSATION & CLAIMS**
- **MANAGING EMPLOYEE BENEFITS**
- **HUMAN RESOURCES**
- **GOVERNMENT COMPLIANCE**

Q **WHAT IS A PEO?**

A **A Professional Employer Organization (PEO) helps clients achieve better revenue growth and profitability through cost effective outsourcing of human resources, employee benefits, payroll and worker's compensation.**

Q **WHAT IS THE DIFFERENCE BETWEEN A PEO AND AN EMPLOYEE LEASING COMPANY?**

A **PEOs supply services and benefits to a business client and its existing workforce. PEOs do not supply labor to worksites. In most cases the PEO can provide access to health insurance, retirement savings plans and essential employee benefits.**

Q **HOW DOES IT WORK?**

A **Consider us a Fortune 500 partner. We save you money by handling your back office functions like Human Resources, Payroll, Insurance, Benefits and Risk Management. We relieve you of liability while you maintain all right of direction and control of employees.**

LANDMARK SERVICES PROVIDED

(Additional Services available-not all inclusive list)

PAYROLL AND TAX SERVICES

Working with LandMark will normalize your cash flow. You can make one simple payment per payroll cycle that you know is accurate, on time, covers all your liability, and essentially takes care of everything.

- Payroll Entry
- Payroll Check Preparation
- Direct Deposit Processing
- Payroll Reporting
- Federal, State and Local Tax Filing
- Withholding Calculations
- W-4 Form Management
- State Withholding Form Management
- QTD/YTD Tax Reporting
- Vacation/PTO/Leave Tracking
- Benefit Premium Collection
- Wage Garnishments
- Tax Lien and Child Support Orders
- New Hire Reporting
- Deposit of Federal, State, and Local Tax Liabilities
- Preparation and Filing of: Daily, Weekly, Monthly, Quarterly, and Annual Withholding Deposits & Returns
- W-2 Preparation with Electronic Delivery Options
- Deposit of Federal and State Unemployment Tax Liabilities
- Deposit, Preparation and Filing of Federal and State Unemployment
- Payroll Tax Returns
- Proactive Payroll Tax Management

LANDMARK SERVICES PROVIDED

(Additional Services available-not all inclusive list)

WORKERS COMP AND SAFETY SERVICES

The loss of an injured employee can wreak havoc on your productivity, not to mention potential legal proceedings, premium increases and OSHA fines.

- Professional Claim Administration
- Injury Management
- Cash Flow Friendly Premiums
- Best Pricing Negotiation
- State Reports Filing
- Safety Rebate Program
- Onsite and Online Safety Training
- Risk Management Inspections
- OSHA Requirement Consultation Onsite
- Loss-Control Evaluation

Q WHAT DETERMINES COST?

A Cost can be determined in a number of ways, but you will usually pay based on a percent of payroll, 2% to 6% depending on past injury experience and complexity of services. For some clients this cost is offset by the savings on employee benefits and worker,s comp.

We research ways to save money on worker's compensation, employee's insurance and other employee benefits and pass that savings on to you.

Q HOW DO I PAY FOR THE SERVICES?

A Once payroll is processed you will receive an invoice with one billed amount for that one payroll. It will include a list of cost elements covered in the billed amount.

LANDMARK SERVICES PROVIDED

(Additional Services available-not all inclusive list)

HR AND COMPLIANCE SERVICES

The LandMark Team will keep your company in compliance with the ever-changing state and federal employment laws.

- Human Resources Management
- Consulting From Seasoned Experts
- Personnel File Maintenance
- Personnel Form Management
- Unemployment Claims Management
- Fair Labor Standard Act Expertise
- Department of Labor Expertise
- Ongoing Regulation
- Compliance Guidance
- Employment Law Posters
- I-9 and E-Verify Form Management
- Employee Handbooks
- Job Descriptions
- Performance Review Materials
- Online Training

No matter the size of your business, we relieve your administrative burden and save you money where you can focus on growing your business.

Q WHO IS RESPONSIBLE FOR PAYING EMPLOYEE TAXES AND PAYROLL TAX REPORTING?

A All payroll taxes are paid by LandMark, and we assume full responsibility and liability for your payroll tax payment and reporting.

LANDMARK SERVICES PROVIDED

(Additional Services available-not all inclusive list)

EMPLOYEE BENEFITS LARGE GROUP COVERAGE AND SUPPLEMENTAL PROGRAMS

We will help your business find sensible and affordable benefits options, AND we'll take care of the details and paperwork related to administering these benefits.

(These items will be at additional cost to the employee and possibly to the employer.)

- AFLAC
- Supplemental & Ancillary Insurance Plans
- 401K Retirement Plans
- Dental
- Vision
- Life
- Accidental Death & Dismemberment
- Accident
- Hospitalization
- Flexible Spending Accounts
- Health Reimbursement Accounts
- Disability
- Medical Plan Administration
- Employee Assistance Programs (EAP)

We have structured our company to be able to combine smaller businesses under our umbrella to reap the benefits of larger companies at a cost much lower than doing things alone.

Q HOW CAN YOU SAVE ME MONEY?

A You participate as part of a larger group (PEO) and gain cost advantages for **Insurance, Benefits, Payroll, Retirement, and Taxes.**



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