

More time for you, less time on payroll and taxes

Leave payroll to us so you can focus on what's most important — **Your Business!**



Run Payroll Anywhere Anytime

Easy three step process: Enter, Preview, Approve. Taxes are automatically paid, filed and backed by **100% tax filing guarantee***.



Your Security is Our Priority

Leading security methods and technology monitored 24/7 to **keep you and your clients information safe.**



Were Here When You Need Us

US-based customer support team available to help you get your questions answered so you can successfully manage your business.



Access for Employees and Contractors

They receive logins to **view paystubs, benefits, W2s and 1099s.**



We Keep You Compliant

Get **free access to tools and resources** to help you stay compliant with labor laws.



We Got You Covered

Ask us about **401K, Health Insurance, and Workers Compensation.**



*If you receive a notice from the IRS, or any other tax agency, based on a filing that we made, we'll work with the agency to help resolve the issue on your behalf. And, if we're at fault, we'll pay all the associated penalties and fines.

4

Reasons our Payroll Service Can Benefit You as an Employer

1

Put your energy where its important

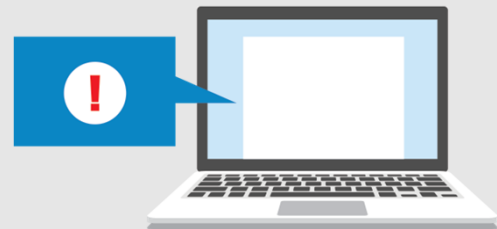
We provide a flexible payroll service where you can process online, in minutes, anywhere and anytime. We want you to spend your energy on what's most important—running your business.



2

Stay organized and up to date

As your provider we help you keep track of employees incentives and benefits. Receive alerts on important information and reminders when your next payroll is approaching.



3

Get your time back

We will calculate, pay and file your payroll and payroll taxes in minutes. Backed by 100% guarantee*. We also handle all your payroll reporting so you don't have to.



4

Stay compliant with laws and regulation

Staying compliant is just one more thing on the list of things you need to do as a business owner. Not keeping up with compliance can create hefty fines and legal issues. When you choose us we provide you with access to free HR tools and resources to help you stay in compliance with labor laws.



*If you receive a notice from the IRS, or any other tax agency, based on a filing that we made, we'll work with the agency to help resolve the issue on your behalf. And, if we're at fault, we'll pay all the associated penalties and fines.



Enrollment

Checklist

For an easy and seamless process please have the below information on hand before enrolling.

IRS proof of FEIN and Legal Business Name (Any of the following will work)

- IRS documentation dated within the last 3 years
- Most recently filed 941, 1120, or Schedule C
- Non-profit businesses need 501C3

(The legal document must match exactly to the information in the online enrollment and on the signed enrollment documents.)

State Tax ID Numbers and SUI Rate

- Most recently filed state quarterly return(s)

Prior Wage History (If Applicable)

- YTD summary from January 1st through the most recently closed quarter with each employee broken down from gross to net and each tax and deduction separated
- Payroll summary for each check date within the current quarter with each employee broken down from gross to net and each tax and deduction separated
- Include terminated employees if any

Company Voided Check

- The voided/cancelled check must have the company name and address on the check
- Can NOT be a starter check
- A current letter from the bank on bank letterhead will be accepted
- No deposit slips

Appropriate Titles for Signing Enrollment Documents

- S-Corp: Officer
- Corporation: Officer
- Limited Liability: LLC Member
- Sole Proprietor: Owner
- Household: Owner

