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PAYROLL CHECK PREPARATION CHARGES-2013

Set up Charges

Per Employee \$ 5.25

Payroll Check Preparation

Direct Deposit Base Rate Per Payroll \$ 10.50
Plus Each Employee Check/Deposit \$ 3.40 per check

Base Rate Per Check Run \$ 10.50
Plus Each Employee Check \$ 1.40 per check

Deduction Checks (child support, assessment checks, etc.) \$ 11.90

**Complicated Time Card Entry 10%-20% surcharge may apply.*

Payroll Tax Deposit Preparation

EFTPS filing \$ 11.90

On line Iowa Tax filing \$ 11.90

Quarterly Payroll Tax Return Preparation

Base Rate \$ 26.25

Plus Each Employee \$ 1.75

Yearend Payroll Tax Forms Preparation

Base Rate \$ 42.00

Each W-2 and W-3 form \$ 2.60

1099-1096 Preparation: Charge standard hourly rate plus out of pocket costs

Sales Tax: Charge standard hourly rate plus out of pocket costs

**Checks purchased separately.*

AFTER THE FACT PAYROLL TAX RETURN PREPARATION

Cost of preparation will be based upon our standard hourly rates plus out of pocket costs.