



PAYROLL PREPARATION CHARGES-2023

Set up Charges

Per New Employee	\$7.00
Employee Information Change (address, name, etc.)	\$3.00

Payroll Check Preparation

Check

Base Rate Per Check Run	\$19.00
Plus Each Employee Check	per each check \$2.00
<i>(10 employees x 2 = 20.00 + 19.00 = \$39.00)</i>	

Direct Deposit

Base Rate Per Payroll	\$19.00
Plus Each Employee Check/Deposit	per each deposit \$4.50
<i>(10 employees x 4.50 = 45.00 + 19.00 = \$64.00)</i>	

Deduction Checks (child support, assessment checks, etc.) each	\$16.00
<i>*Complicated Time Card Entry 10%-20% surcharge may apply.</i>	

Payroll Tax Deposit Preparation

EFTPS Filing	\$16.00
On line Iowa Tax filing	\$16.00

Quarterly Payroll Tax Return Preparation

Base Rate	\$35.00
Plus Each Employee	\$2.50
Plus Each Deposit Made	\$16.00

Yearend Payroll Tax Forms Preparation

Base Rate	\$56.00
Each W-2 and W-3 form	\$6.25

Sales Tax: Charge standard hourly rate plus out-of-pocket costs minimum \$27.25

1099-MISC PREPARATION CHARGES-2022

Base rate	\$19.00
Plus each 1099-MISC or NEC prepared	\$10.00

AFTER THE FACT PAYROLL TAX RETURN PREPARATION

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

**Checks purchased separately.*

Updated 11/08/22