

Questions & Answers

What do I need to get started?

All we need is your company and employee information, and payroll history (if any) for this year. Call us to schedule an appointment to discuss your payroll requirements. We will design a customized payroll solution for you.

Can I switch payroll providers mid-year?

As long as you have records of your payroll history, you can switch at any time.

Can I import this information to my accounting software?

You can import your payroll data into accounting software such as QuickBooks®, QuickBooks Online Edition, QuickBooks for Mac, ATX Cash Command, ATX Total Command, and Microsoft® Money, so that all information is in one place.

What about W-2's?

At year-end, we create W-2 forms for you and your employees. And we take care of filing them with the Social Security Administration.

What if an employee needs a copy of an old pay stub?

No problem. We maintain complete records of your payroll data, for quick access whenever you need it. Your employees can also access their pay stubs securely online at PaycheckRecords.com, 24 hours a day, 7 days a week.

How will I stay on top of my payroll details?

We will provide you with a variety of reports that will allow you to remain informed and in control of your payroll.

State	Rate	Net Amt	Hours	Excess Withheld	Deductions	Total Pay	Employer Taxes	Total Cost	Check Num
12/18/2005	Acad English	\$655.79	40.00	\$289.21	\$1,000.00	\$1,117.11	\$1,117.11	\$1,117.11	1211
12/28/2005	Kindly Lee	\$656.74	40.00	\$288.26	\$75.00	\$1,000.00	\$1,116.52	\$1,116.52	1210

Employee	Pay Type	Net Pay	Excess Withheld	Total Pay	Employer Taxes	Total Cost
Acad English	Reg	\$655.79	\$289.21	\$1,117.11	\$1,117.11	\$1,117.11
Kindly Lee	Reg	\$656.74	\$288.26	\$1,000.00	\$1,116.52	\$1,116.52

Description	Type	Total Withheld
Delta Dental	Pretax Dental Insurance	\$342.00
Schwab	401K	\$1,080.00
Thrift Plan	Other after tax deductions	\$15.00

CA PTE / SDI	Total Wages	Excess Wages	Taxable Wages	Tax Amount
CA Income Tax	\$19,187.50	\$0.00	\$19,187.50	\$454.74
CA State Disability Ins	\$20,187.50	\$0.00	\$20,187.50	\$218.03
Total				\$672.77

CA PTE / SDI	Tax Amount	Tax Paid	Tax Overd
CA Income Tax	\$454.74	\$454.74	\$0.00
CA State Disability Ins	\$218.03	\$218.03	\$0.00
Totals	\$672.77	\$672.77	\$0.00

Federal Taxes (941)	Tax Amount	Tax Paid	Tax Overd
Federal Income Tax	\$1,425.99	\$1,425.99	\$0.00
Social Security	\$1,293.84	\$1,293.84	\$0.00
Social Security Employer	\$1,293.84	\$0.00	\$1,293.84
Medicare	\$792.72	\$792.72	\$0.00
Medicare Employer	\$792.72	\$0.00	\$792.72
Totals	\$5,609.11	\$3,312.55	\$2,296.56

Accurate Paydays

- Guaranteed accurate federal, state and local tax calculations
- Professional paychecks and pay stubs
- Direct deposit
- Secure online employee access to pay stubs
- Payments to independent contractors
- Wage garnishments
- Vacation and sick pay tracking
- Pay types: salary, hourly wages, multiple pay rates, bonuses, cash tips, paycheck tips, expense reimbursements, allowances, holiday, and more
- Voluntary deductions: taxable and pre-tax premiums for medical, dental, and vision; retirement plans; flexible spending accounts: dependent and medical care; cash advance and loan repayments; and others

Federal Tax Deposits and Filings

- Quarterly and year-end filings
- W-2's
- W-4's, I-9's and employer registration forms

State Tax Deposits and Filings

- Quarterly and year end filings
- New hire reporting
- Employer registration forms

Accounting Software Integration

- Payroll data integration available for QuickBooks®, QuickBooks Online Edition, QuickBooks for Mac, ATX Cash Command, ATX Total Command, and Microsoft Money

Detailed, Insightful Reports

- Employer reports: Tax Liability, Tax and Wage Summary, Total Pay, Tax Payments, Workers' Compensation, Vacation and Sick Leave
- Employee reports: Payroll Summary, Payroll Details, Deductions, Last Paycheck, Employee Details

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