

CLIENT SERVICES:

Payroll Check Services

Dear Client:

When it comes to paying employees, laws and the IRS have made the payroll function a time consuming nightmare for the small business owner. We can assist you in implementing the controls necessary to ensure a reliable, efficient, and effective payroll system. It is a natural extension of the monthly financial reporting and tax services we provide.

Why should you outsource your payroll?

- **It's Cost Effective** – Use your staff more efficiently by letting us handle payroll and the associated legal details. Reduce overhead by removing the need to hire specialized employees.
- **It's a Time Saver** – Our payroll service eliminates the burden of customizing, updating, and maintaining your own payroll system – no more data entry, no more researching updates or new laws, no more worries.
- **Worry Free Payroll Tax Filing** – Eliminate the risks of calculating and filing your own payroll taxes by having professionals do it for you. Federal, state, and local payroll tax laws are frequently changing and becoming more complex. How much time do you want to spend learning all the rules and keeping your information up-to-date?
- **Allows You To Focus On Core Competencies** – Our professional staff allow you to focus on the core competencies of your business. We are accounting professionals – you get the experts working for you and with you.
- **Comprehensive Reports** – You get a wide variety of user-friendly and accurate payroll reports.

Get the Payroll Solution That Best Fits Your Needs.

We know that when it comes to payroll service, no one size fits all. That's why we offer the following custom payroll processing options.

1) Comprehensive Payroll Services

Our Comprehensive Payroll Services takes care of all of the payroll processing for you, so that you won't have to. You get:

- Your payroll checks prepared and printed on-time, every-time
- All of your payroll checks are laser printed on "blank" check stock to ensure maximum security and meet the micro encoding standards as set forth by the Federal Reserve System.
- Worry Free IRS and State tax reporting as well as EFTPS tax deposits.
- User friendly, and easy to understand monthly, quarterly, and annual payroll tax reports, including W-2, W-3, and 1099 forms.
- Detailed reports on your employee's vacation, sick days, and personal days accruals.
- Your payroll records maintained in tip top shape.

2) After-the-Fact Payroll Services

We will take your manually prepared payroll records and other payroll information and post this information to our data files, so you get:

- Worry Free IRS and State tax reporting as well as EFTPS tax deposits.
- User friendly, and easy to understand monthly, quarterly, and annual payroll tax reports, including W-2, W-3, and 1099 forms.
- Detailed reports on your employee-s vacation, sick days, and personal days accruals.
- Your payroll records maintained in tip top shape.

Custom Payroll Reports Service

There seems to be an endless amount of special reports Government agencies require. We can prepare the following reports for you:

- Worker's Compensation Audits
- Unemployment Claims
- Social Security Audits
- Child Support Audits
- W-2 and W-3 processing
- 1099 and 1096 processing
- Preparation/assistance with Federal and State registration forms

How much do we charge?

In order to give you an accurate price for our payroll services we need to know a little more about your business and what services you're interested in. Our prices are very affordable.

Our experienced staff keeps up to date with frequently changing laws and regulation which govern your payroll. With our complete payroll service, payroll is no longer a tedious process. It is a smooth function of your business!

Sincerely yours,

TICE ASSOCIATES, P.C.

1709 W. Market St.
York, PA 17404

Phone: 717-843-9572

Fax: 717-845-1590

Web: www.ticeassociates.com