

## Overview of Our QuickBooks-only Payroll Services

We offer payroll services for a flat fee per processing period for 1 to 5 employees, 6 to 25 and over 25 employees. This fee includes the following services:

- Process paychecks for your employees. You would print the checks in office. Direct deposit is available for \$3 per pay period plus 99 cents per check deposited.
- Preparation of your monthly payroll deposit for federal taxes + monthly or quarterly payroll deposit for state income tax.
- Payroll reports setup for printing in your company file: By pay period, monthly, quarterly and annual summaries.
- Quarterly Form 941, CT-941 and UC2 (DOL) reports and related payment preparation if required.
- Annual Form 940 (FUTA) report and payment preparation.
- Preparation of W2's and W3's as well as CT-W3 at year-end is included.

**How it works:** (also see <http://melvinsystems.com/payroll.htm> for more details)

- You upload the "portable company file" version of your QB file to our secured site. Now, if you want us to do this remotely off of your servers, you will need to maintain your payroll subscription. Also, an additional charge of \$6 per pay period if you have standard payroll, not the enhanced payroll subscription. This is because the state taxes will need to be done manually if you don't have enhanced payroll.
- You upload, email, phone or fax us any changes to your employees' compensation that we'll need to know.
- We'll process your payroll that evening. If you're uploading your company file, you'll need to refrain from changes in your QuickBooks system while we process your payroll overnight. If we're processing remotely, we'll simply setup a regularly schedule remote appointment to perform your payroll. NOTE: If your system does not have QB on the client machine (i.e. in your ASP model), we'll need another mode of remote connection, such as via Citrix server.
- Direct deposits may be performed remotely from our office; however paper checks are printed from your office. The checks will be prepared in advance, so you may simply run the print jobs from the print "payroll checks", "Payroll Liabilities" or "checks" screens.
- We may setup EFTPS (Federal Payroll Tax), Fast-File (CT Payroll Tax) and EFT (DOL) payment methods for you. If all of these are setup, we may file your payroll-related taxes electronically for you. Otherwise, you will be responsible for submitting your own payroll deposits yourself. If you choose the latter method, you'll need to provide us with your federal and state coupon books for payroll tax deposits if you would like us to fill these out for you. Also, if we'll be creating the payroll liability payments remotely and you don't have enhanced payroll, we'll need you to forward us your UC2 reports when you receive them from the department of labor. Your periodic payroll forms that are prepared manually will be mailed to you for signing and mailing to the appropriate tax agency, as well as depositing (if required).

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Please be aware that the payroll solution above assumes you are using QuickBooks 2006 or later version. We highly recommend the new QuickBooks 2007 if you are looking to upgrade. If you wish to purchase QuickBooks products and supplies, you may order through our website to obtain your Melvin Systems Solutions' client discount off your purchases.