

Ludella Lewis & Company
 Accounting, Taxes and Consulting
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Sample Payroll

Pay Frequency	Bi Wk/Mth	Annualized	
Employees	450	615	
1099 Contractors	8	40	
Wage Garnishment	5	5	
Direct Deposit/Checks	450	45	50 %Discount for Direct Deposits
Electronic Vouchers	450	8	
Paid Time Off Tracking	450	12	
5 Custom Ret Rpts		50	
Delivery	450	34	
Total perPayroll		<u>808</u>	\$ 21,018 26 Periods
			\$ 19,402 24 Periods
Monthly Fees			
Tax Filing - Federal, 1 State and 1 local		5	\$ 60
Quarterly Fees			
Preparation and Delivery of Reports		22	\$ 88
Year End			
W-2 and 1099 Fee	458	687	
Year End Close Out		69	
W-2 and 1099 Delivery Fee		22	
Document Retention (Optional)		132	
Includes Optional document Retention)		<u>910</u>	\$ 910
Total Annual			<u>\$ 22,076</u> 26 Periods
One Time Setup Fee			

Complete payroll processing, including federal, all 50 states and all localities
 Direct deposit of employee or contractor paychecks
 Electronic filing of federal and state forms, with no extra charge for multiple states
 Electronic payment of federal and state taxes
 Complete year-end processing including W-2's, W-3's, and 1099's

Service Include

Payroll Reports	Payroll Tax Forms
Labor Distribution Report	Forms 940, 941, 943, 944, W-2, W-3.
Payroll (Check) Register	Forms 1099-MISC, 1099-DIV, 1099-I, 1099-R, 1099-S, 1099-B, 1096, 1098, 945.
Payroll Recap Report	Quarterly returns and unemployment insurance returns for most states.
Payroll Invoice.	Electronic filing of federal and state quarterly forms, as well as W-2's and 1099's.