

**Ludella Lewis & Company**  
 Accounting, Taxes and Consulting  
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**Sample Payroll**

Pay Frequency	Monthly	Annualized	
Employees	450	773	
1099 Contractors	8	43	
Wage Garnishment	5	5	
Direct Deposit/Checks	450	45	50 %Discount
Electronic Vouchers	450	8	for Direct Deposits
Paid Time Off Tracking	450	12	
5 Custom Ret Rpts		50	
Delivery	450	34	
<b>Total perPayroll</b>		969	\$ 11,624 12 months

**Monthly Fees**

Tax Filing - Federal, 1 State and 1 local	5	\$ 60
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**Quarterly Fees**

Preparation and Delivery of Reports	22	\$ 88
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**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)		910
<b>Total Annual</b>		<b>\$ 12,682</b>

**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.