

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

| Pay Frequency           | Weekly | Annualized |                     |
|-------------------------|--------|------------|---------------------|
| Employees               | 450    | 458        |                     |
| 1099 Contractors        | 8      | 38         |                     |
| 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> |        | 648        | \$ 33,701 52 Weeks  |

**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) |     | 910 | \$ | 910    |
| <b>Total Annual</b>                   |     | 910 | \$ | 34,759 |

**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**

Labor Distribution Report  
 Payroll (Check) Register  
 Payroll Recap Report  
 Payroll Invoice.

**Payroll Tax Forms**

Forms 940, 941, 943, 944, W-2, W-3.  
 Forms 1099-MISC, 1099-DIV, 1099-I, 1099-R, 1099-S, 1099-B, 1096, 1098, 945.  
 Quarterly returns and unemployment insurance returns for most states.  
 Electronic filing of federal and state quarterly forms, as well as W-2's and 1099's.