

Comprehensive Payroll Processing/Employer Tax Preparation Services Include:

Set-up (additional one-time charge applies):

- ▶ Creating Employee Data Base with all Federally Required Employee Data
- ▶ Performing Federally-Required New Hire Reporting (ongoing)
- ▶ Verifying State Unemployment and Workers' Compensation Rates
- ▶ Assisting with Registration for Electronic Deposit of Withheld Federal Taxes
- ▶ Ordering Compatible Laser Payroll Checks if check printing is required (check cost is extra)
- ▶ Setting up files in our office for keeping copies of all employment tax records
- ▶ Preparing schedule of pay periods and pay dates for each year

New-Hire Paperwork for Each Employee

- ▶ New Employee Data Record
- ▶ Payroll Change Report, indicating employee title and wage data
- ▶ W-4 (federal withholding)
- ▶ WV-IT-104 (state withholding)
- ▶ I-9 (federal employment eligibility verification)
- ▶ West Virginia New Hire Reporting
- ▶ Work Location Determination
- ▶ Verification of Social Security number as required by law
- ▶ Time Sheets and Expense Statement Forms Customized for Use by Your Company

Bi-weekly (or Monthly) Payroll Processing

- ▶ Checks or paystubs prepared
- ▶ Checks may be picked up or mailed; paystubs delivered via e-mail, fax, or mail
- ▶ Bi-weekly Payroll Summary Report prepared for Employer
- ▶ Federal Tax Deposits via EFTPS as required by Federal Guidelines
- ▶ State Withholding Taxes Remitted Monthly, if required

Quarterly Employer Tax Return Preparation (checks prepared if laser checks available)

- ▶ Federal 941
- ▶ Federal 940 Deposit calculated and prepared as required by Federal Guidelines
- ▶ State Withholding (if not required monthly)
- ▶ State Unemployment
- ▶ Workers' Compensation audit reports (as required)
- ▶ City User Fee (for Employees & Owners working within the City of Charleston)

Annual Employer Tax Reporting

- ▶ W-2 for each employee
- ▶ W-3 Transmittal for Social Security Administration
- ▶ 940 Federal Unemployment Annual Return
- ▶ WV-IT-103 - State Reconciliation of Income Tax Withheld (in duplicate)

Services Available at Additional Cost:

- Form preparation for Workers' Compensation Injuries
- Form preparation for Unemployment Claims
- Form preparation for U.S. Department of Labor
- Review and determination with regard to IRS levies, child support, and court orders
- Set-up associated with pension plans and other employee benefits involving payroll deductions
- Preparation of employee expense reimbursement checks
- Preparation of 1099 forms for contract workers
- Bookkeeping, bill paying, and financial statement preparation
- Postage and mailing services
- Many other services available; please check with us for details