



## PREMIER PAY<sup>SM</sup>

**Our most popular solution to payroll processing and payroll tax return preparation.**

Through the use of Premier Pay<sup>SM</sup> your organization will be able to meet all its payroll needs and obligations without the high cost of a payroll staff.

### Is PREMIER PAY<sup>SM</sup> right for you?

Do you...

- ✓ want the added service of having your taxes submitted for you?
- ✓ feel pressured to meet tax and reporting deadlines?
- ✓ worry about penalties for late tax payments?
- ✓ like having a choice of reporting and payroll delivery options?

We also offer STANDARD PAY<sup>SM</sup> and WEB PAY<sup>SM</sup> for employers with additional needs.

Contact us today to learn more about each program and to schedule a free consultation.



#### PAYROLL PROCESSING:

- Your payroll can be prepared weekly, bi-weekly, semi-monthly or monthly.
- We print your payroll checks with earnings statements for each employee.
- Payroll taxes are deducted from your account and transmitted to the appropriate taxing agencies.
- Your records are retained off-site and can be accessed indefinitely.

#### PAYROLL TAX RETURN PREPARATION:

- We prepare and pay monthly, quarterly, semiannual and annual tax returns for federal, state and local entities.
- We prepare, file and pay your Bureau of Workers' Compensation returns.
- We prepare W-3s and W-2s so they are ready for you to mail to your employees and the Social Security Administration.
- We prepare your state and local reconciliations and forward them to the proper tax agencies.

#### PAYROLL COMPLIANCE:

- You will receive detailed, easy-to-read reports customized for your business needs.
- Your payroll records are retained electronically at our secure off-site location.
- You will receive a personal payroll processor and phone support for employment related questions.
- Our knowledgeable staff keeps you up-to-date on payroll law, trends and industry developments.

---

#### SUGGESTED EXTRAS:

Enhance your payroll with Select-A-Pay<sup>SM</sup> services.

Direct Deposit  
Retirement plan processing  
1099 Processing  
Garnishment reports



ATLAS Certified Payroll

**www.CertifiedPayroll.com**  
**payroll@atlasfirms.com | 330.864.4800**

