



## 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' Comp. true-up (Ohio only)
- 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.

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#### SUGGESTED EXTRAS:

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

- Direct Deposit
- Retirement plan processing
- 1Web Employee Pay Stub Access
- Garnishment reports



ATLAS Certified Payroll

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