

Payroll Service Comparison Chart	PaySmart Basic	PaySmart Plus	PaySmart Premium
Payroll Processing	✓	✓	✓
Access to General Employment Forms	✓	✓	✓
Pay As You Go Work Comp Administration & Reporting <ul style="list-style-type: none"> <li>No Deposits, Improved Cash Flow</li> <li>Work Comp Certificates on Demand</li> <li>Annual Audit Review Included</li> </ul>	✓	✓	✓
Custom Insurance Quotes on Demand- All Lines	✓	✓	✓
Standard Payroll Reports	✓	✓	✓
Direct Deposit	✓	✓	✓
Quarterly Tax Deposit Reporting and Payment (Federal & State)	✓	✓	✓
Annual W-2 Filing, Printing & Mailing	✓	✓	✓
Garnishments & Child Support Payments	✓	✓	✓
3rd Party Vendor Payments (Employee Benefits)		✓	✓
Time Off Accrual		✓	✓
New Hire Reporting		✓	✓
Labor Law Posters		✓	✓
Custom Reports		✓	✓
Human Resources Support <ul style="list-style-type: none"> <li>Handbooks, Job Descriptions, Guides, and more</li> </ul>	\$99 Annual	✓	✓
Turn-Key Benefit Suite <ul style="list-style-type: none"> <li>Indemnity Health</li> <li>Dental</li> <li>Vision</li> <li>Term Life</li> </ul>		✓	✓
Custom Employee Handbooks and Consulting As Needed			✓
Provide Custom Client Safety Manual			✓
Assist with Work Comp Claims, Injuries, and Return to Work Programs			✓
Employee Online Self Service Access			✓
Employee Background Checks			✓
401(k) Reporting			✓
General Ledger Reports			✓
Assist with Unemployment Claims, Hearings, & Appeals			✓
Store and Maintain Compliant Employee Files and Records			✓
Customized Company Logo on Paychecks & Direct Deposit Stubs			✓
Payroll Delivery/Shipping	At Cost	At Cost	✓
We never charge extra for the following services: <ul style="list-style-type: none"> <li>New Employee add-ons or employee changes</li> <li>Direct Deposits</li> <li>Cash Cards</li> <li>Quarterly Tax Reporting and Remittance (940 &amp; 941)</li> <li>Pay As You Go Work Comp Service</li> <li>Garnishments</li> <li>No Nickel and Diming</li> </ul>	<b>Base Process Fee:</b> \$15.00- Weekly \$30.00- Bi-Weekly \$32.00- Semi-Monthly \$60.00- Monthly <hr/> <b>Check Charge:</b> \$1.85 per check <hr/> <b>W-2 Charge:</b> \$3.00 per W-2 issued	<b>Base Process Fee:</b> \$15.00- Weekly \$30.00- Bi-Weekly \$32.00- Semi-Monthly \$60.00- Monthly <hr/> <b>Check Charge:</b> \$2.50 per check <hr/> <b>W-2 Charge:</b> \$3.00 per W-2 issued	<b>Custom Pricing Available</b> <hr/> Typical Pricing Matrix: 2% - 4% of Gross Payroll
<b>* One time new client set-up fee:</b> \$100.00 1-10 Employees   If greater than 10 Employees: \$10.00 per Employee.			

# Getting Started with PaySmart Payroll Service

PaySmart keeps it simple:

- Submit payroll by phone, fax, or online
- Talk to a dedicated Payroll Specialist for all your payroll needs
- Free direct deposit and other services

## Information Needed to Set-Up Your Business Payroll Service Account:

■ ■	<u><a href="#">PaySmart Agreement</a></u>
■ ■	<u><a href="#">PaySmart New Client Set-Up Form</a></u>
■ ■	<b>Employee Quarterly and Year-to-Date Information</b>
■ ■	<b>Quarterly 941's and Payments Filed (if applicable)</b>
■ ■	<u><a href="#">PaySmart Employee Data Form for All Employees</a></u> (include active and terminated employees from current year)

\* For question or assistance please contact Kami Griffith at 888.611.7467.

- All documents are form fillable.
- Please fax or email documents to: 888.583.3110 | [info@PaySmartPayroll.com](mailto:info@PaySmartPayroll.com)

PaySmart. Where Great Payroll Costs Less!