



Payroll Solutions that Work!

Now you can trust your payroll is in good hands. There's nothing better than personal attention from a trusted advisor who knows your business.

No more IRS penalties!

- Did you know that each year, 1 out of 3 small businesses pays a penalty to the IRS?
- With our payroll service, you'll never miss a tax deadline or pay the wrong amount.

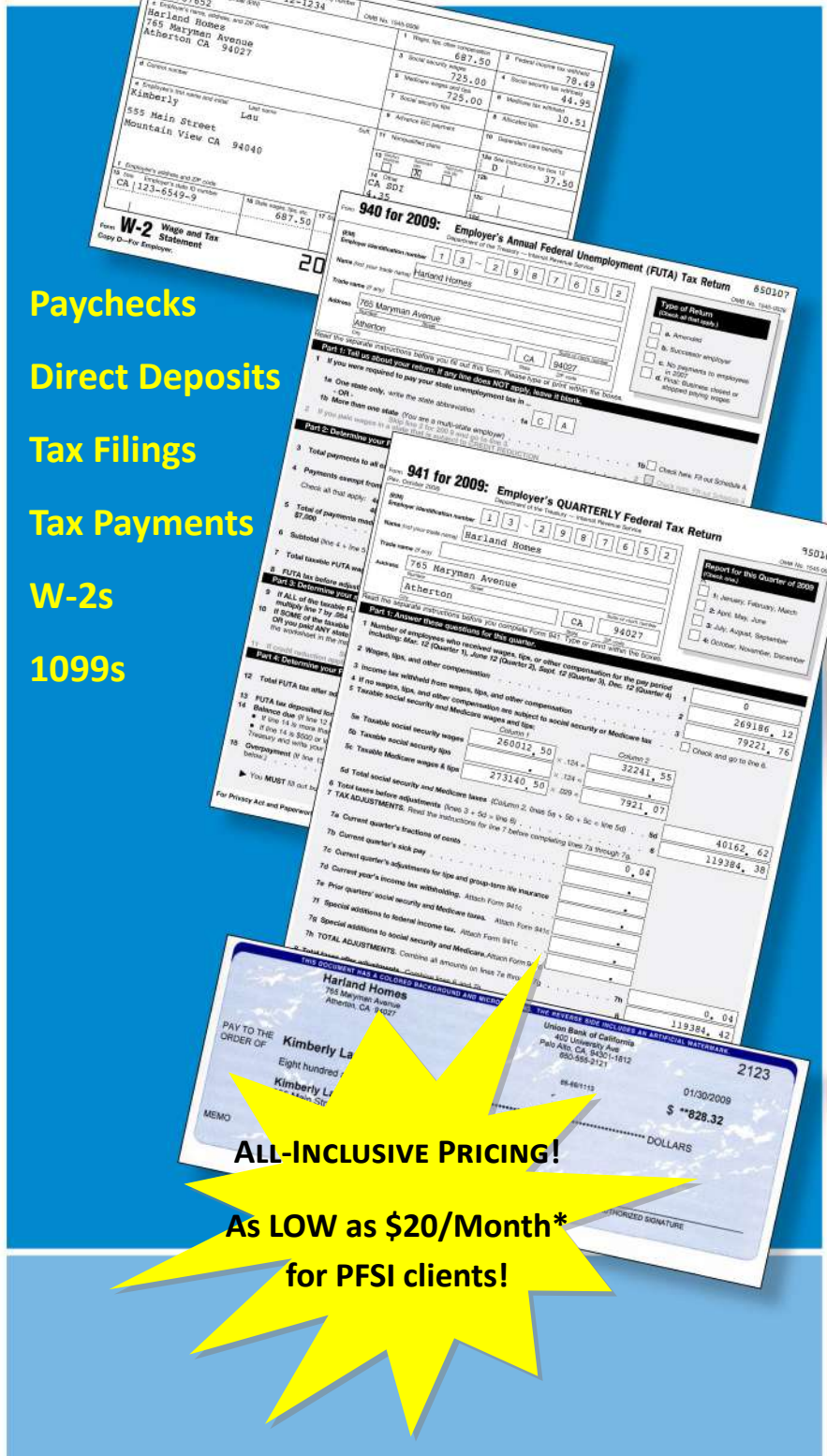
Accurate payroll every time

- We complete your federal and state payroll filings for you, including 941/944 quarterly forms, year-end 940 forms, and W-2s.
- All of your payroll information will be maintained and available: employee records, past pay stubs, tax filings, and records of tax payments.

Great for you & your employees

- Paychecks can be electronically deposited into employee bank accounts with our Direct Deposit service. Your employees will appreciate Direct Deposit. No more trips to the bank. We also provide professional pay stubs detailing the current as well as year-to-date withholdings, vacation and sick time.
- All common pay types are supported.
- Voluntary deductions are also handled, such as insurance, retirement plans, and many others.

Paychecks
Direct Deposits
Tax Filings
Tax Payments
W-2s
1099s



ALL-INCLUSIVE PRICING!

**As LOW as \$20/Month*
for PFSI clients!**



Professional Financial Specialists, Inc.

One Agency For ALL Your Needs

FAQs

What do I need to get started?

All we need is your company and employee information, and payroll history (if any) for this year. Call us to schedule an appointment to discuss your payroll requirements.

Can I switch payroll providers mid-year?

Yes, we can start your payroll any time as long as you have records of your payroll history.

What about W-2s?

At year-end, we create W-2 forms for you and your employees. And we take care of filing them with the Social Security Administration.

Do employees get online access to their pay stubs?

Absolutely. Your employees can also access their pay stubs securely online at PaycheckRecords.com, 24 hours a day, 7 days a week.

Can I import payroll information to my accounting software?

Yes, we can help you import payroll data into accounting software such as QuickBooks®, QuickBooks Online Edition, QuickBooks for Mac, Peachtree®, ATX Client Write-Up™, TaxWise Client Write-Up™, CCH ProSystem fx® Write-Up, and Microsoft® Money, so that all information is in one place.

How will I stay on top of my payroll details?

We will provide you with a variety of reports that will allow you to remain informed and in control of your payroll.

Employee	Pay Type	Amt	Taxes	Amt	Deductions	Amt	Company
Kristi English	Sal	40.00	\$1000.00	FIT	\$151.83	Delta Dental	\$20.00
	OT	0.00	\$0.00	SS	\$69.75	Schwab	\$40.00
	Net \$665.45						
	02/06/2009						
	Sick	0.00					
	01/29-02/04						
	Vac	0.00					
	Bonus	0.00					
Kimberly Lau	Reg	80.00	\$2000.00				
	Net \$1,205.18						
	02/06/2009						
	Sick	0.00					
	01/29-02/04						
	Vac	0.00					
Sueh-Han Liew	Reg	80.00	\$2000.00				

Description	Type	Total Withheld
Delta Dental	Prefax Dental insurance	\$367.00
Schwab	401K	\$3954.38
Thrift Plan	Other after tax deductions	\$15.00

Date	Name	Net Amt	Hours	Taxes Withheld	Total Deductions	Total Pay	Employer Taxes	Total Cost	Check Num
02/06/2009	Kristi English	\$665.45	40.00	\$274.55	\$69.00	\$1000.00	\$86.58	\$1086.58	
02/06/2009	Kimberly Lau	\$1205.18	80.00	\$689.82	\$125.00	\$2000.00	\$151.00	\$2451.09	

Accurate Paydays

- Guaranteed accurate federal, state and local tax calculations
- Direct deposit
- Professional paychecks and pay stubs
- Secure online employee access to pay stubs
- Payments to independent contractors
- Wage garnishments
- Vacation and sick pay tracking
- Pay types: salary, hourly wages, multiple pay rates, bonuses, cash tips, paycheck tips, expense reimbursements, allowances, holiday, and more
- Voluntary deductions: taxable and pre tax premiums for medical, dental, and vision; retirement plans; flexible spending accounts: dependent and medical care; cash advance and loan repayments; and others

Federal Tax Deposits and Filings

- Quarterly and year-end filings
- W-2s
- W-4s, I-9s and employer registration forms

State Tax Deposits and Filings

- Quarterly and year-end filings
- Multi-state tax payments and filings
- New hire reporting
- Employer registration forms

Accounting Software Integration

- Payroll data integration available for QuickBooks®, QuickBooks Online Edition, QuickBooks for Mac, Peachtree®, ATX Client Write-Up™, TaxWise Client Write-Up™, CCH ProSystem fx® Write-Up, and Microsoft® Money

*Pricing Details

Base price is \$480/year for a client with ten or less employees. A 50% discount is available for clients with qualifying group coverage through PFSI.

Set up fees apply and vary depending on time of year and tax filing status of client.

There is a \$1.50 charge per employee greater than 4 employees per month. Employee surcharges are made on an annual or prorated basis for employers of 5 or more employees.

Other charges for 1099 reports, payroll errors, or additional services not billed annually may apply. All charges confirmed with client prior to billing.

Time clock services also available at an additional cost.

Professional Financial Specialists, Inc.

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Contact us TODAY!