



## **Payroll Processing**

*Let Us Do the Busy Work for You*

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### Service Overview

Processing payroll involves more than just writing checks and paying employees in a timely fashion. It can be extremely labor-intensive, requiring a massive amount of paperwork and detailed record keeping. A company is responsible for complying with various complex regulatory and tax-related issues at federal and state levels, which can be overwhelming, even costly. In 2005, there were over 400 individual tax updates. And approximately 1 in 4 employment tax returns resulted in penalties, at an average cost of \$670 per penalty.

Below are some discrete challenges a company typically confronts when processing payroll:

- Staff expertise is required in multiple areas—often too much to ask of a single individual with lack of experience, formal payroll and tax-related knowledge
- A greater opportunity exists for filing errors (a possible liability to the company)
- Labor costs typically increase, as additional man-hours are now required
- Valuable staff time is taken away—time that could be better spent addressing other pressing operational issues and / or growing the business

Leveraging knowledge, experience and expertise, PayDay Resources (PDR) offers comprehensive Payroll Processing services for companies of all sizes, market circumstances and industries—from construction to manufacturing to retail to technology. In particular, we provide the following payroll-related services:

- Employee Set-Up (deductions, benefits, filing status)
- Payroll Preparation (call, fax, use the Internet or customized software)
- Payroll Payment (checks, direct deposit, paycards, EFT); Convenient Delivery Options
- Payroll Reports (certified payroll, payroll reconciliation), QuikBooks Compatible
- Payroll Tax Deposits (federal, state, workers compensation)
- Quarterly Tax Reports (941s, TC-96, UI, WCI)
- Year-End Tax Reports (W2s, W3s, Federal Wage Listing, TC-96R, 940, State Unemployment Reconciliation)

We look forward to working with you.