



Remote Bookkeeping Services

Payroll Options

We offer two payroll options as show below. While we do prefer working with a third party payroll provider, please note if you do not have one we have one who is affordable and whom we've been working with for years. Several of our clients have elected to switch over, but you do not have to.

1. *Payroll Assistant - working with your third party payroll provider.*
 - a. *With this option we will calculate employee time-sheets (or pull reports if you have a time clocking app).*
 - b. *Report hours to your payroll provider*
 - c. *Pull and store payroll reports per reporting period and quarterly reports needed for tax time*
 - d. *Assist with advising your provider to any benefit changes as needed, pay increase, etc.*
 - e. *Provide a journal entry for your accounting software to enter per pay period*
2. *In-house payroll - this service is for those wishing to keep all forms of payroll done in house (this service requires an online system to us as well as direct deposit for all employees) which includes the following:*
 - a. *Calculating time-sheets*
 - b. *Processing payroll*
 - c. *Filing Federal, State and any local taxes either monthly, quarterly or annually based on your business*
 - d. *Store all reports for tax reporting purposes*

As low as \$50.00 per hour



cpalmer@remotebookkeepingsvs.com



www.remotebookkeepingsvs.com