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**Phone: 812-522-5234 or 812-525-1059 Email:** [**mann@manninc.net**](mailto:mann@manninc.net)

**\*Please note all fees are subject to change and are used as a base for services.**

**Full Payroll Service - $250 monthly fee (weekly payroll) $200 (bi-weekly payroll) $150 (monthly payroll)**

* Input payroll hours provided by client & process payroll checks via the following options
  + Print payroll checks
  + Direct Deposit Processing
  + Email pdf of checks to be printed by client
  + Email pdf of check stubs for manual checks to be written by client
* Process 941 payments – monthly or semi-weekly
* Process State & County monthly withholding payment
* File 941 form quarterly
* File State Unemployment form quarterly
* Process State Unemployment payment quarterly
* Process 940 payment quarterly
* File 940 form annually
* Confirmations of all payroll tax payments
* Worker’s Compensation Audit
* E-file business entity report with Secretary of State (if applicable)

**After-the-Fact Payroll Service - $150 monthly fee**

* Data entry of payroll monthly totals
* Process 941 monthly payment
* Process State & County monthly withholding payment
* File 941 form quarterly
* File State Unemployment form quarterly
* Process State Unemployment payment quarterly
* Process 940 payment quarterly
* File 940 form annually
* Confirmations of all payroll tax payments
* Worker’s Compensation Audit
* E-file business entity report with Secretary of State (if applicable)

**W-2 / 1099 Processing & E-Filing Service**

* Fees will be based on prior year number of forms and added to monthly fee

|  |  |
| --- | --- |
| **# of W-2s / 1099s** | **Monthly Fee** |
| 1-2 | $ 8.00 |
| 3-6 | $ 10.00 |
| 7-12 | $ 15.00 |
| 13-18 | $ 21.00 |
| 19-24 | $ 27.00 |
| 25 or more | $ 27.00 + $1.00 per form over 24 |

**Prior Month Bookkeeping Service - $500 monthly fee**

* Record income & expenses for prior month (client responsible for invoicing customers & paying bills)
* Reconcile bank account(s)
* Balance Sheet & Profit/Loss Statement provided monthly
* Year-to-date Profit/Loss Comparison (if applicable)
* File Sales Tax Coupon monthly (if applicable)
* Process Sales Tax payment monthly (if applicable)
* E-file business entity report with Secretary of State (if applicable)

**Current Month Bookkeeping Service Only - $800 monthly fee**

* Record income & expenses for current month weekly
* Invoice customers
* Receive payments
* Make and record deposits
* Enter and pay bills
* Reconcile bank account(s) weekly
* Balance Sheet & Income Statement provided monthly
* File Sales Tax Coupon monthly (if applicable)
* Process Sales Tax payment monthly (if applicable)
* After the fact payroll and payroll tax forms
* File business entity report with Secretary of State (if applicable)

**Corporate Tax Preparation & e-Filing Service - $50 minimum monthly fee**

**QuickBooks Review Service - $50 hourly rate**

* Review of financials & payroll & general ledger at client location
* Back-up of QuickBooks file on flash drive to be stored at our office
* General ledger work for account adjustments
* Year End Entries to tie to the tax return

**QuickBooks Set Up Service - $50 hourly rate**

* Chart of Accounts
* Employees
* Payroll Deductions
* Direct Deposit
* E-file

**Pricing Incentives**

* Full Service Payroll & Prior Month Bookkeeping Service - ***$100 discount per month***
* Full Service Payroll & Current Month Bookkeeping Service - ***$150 discount per month***
* New client referral – **one time $50 credit towards monthly service fee per referral**