



MANN BOOKKEEPING
& TAX SERVICE INC.

PAYROLL SERVICES

Do you wish you had more time to focus on daily operations or growth of your business? Wouldn't it be nice to not have to mess with paperwork in the office? At Mann Bookkeeping & Tax Service we can provide just that. We offer various bookkeeping and payroll services that can fit your needs.



All Payroll Service Packages Include the Following:

- Input payroll hours & process payroll checks via the following options
 - Print payroll checks
 - Direct Deposit
 - Email pdf of checks to be printed by client
 - Email pdf of check stubs for manual checks to be written by client
- **Deduct / Pay Garnishment(s)**
- Process 941 payments – weekly, bi-weekly, or monthly
- 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
- Receive Confirmations of all payroll tax payments
- Completion of Worker's Compensation Audit
- E-file business entity report (if applicable)

Monthly Fees	Payroll Frequency		
	Weekly	Bi-Weekly	Monthly
Payroll	\$250	\$200	\$150
401k/Simple IRA	\$20	\$10	\$5
Journal Entry	\$20	\$10	\$5



MANN BOOKKEEPING
& TAX SERVICE INC.

CONTACT US TO EXPLORE
HOW WE CAN HELP YOU

(812) 522-5234

mann@manninc.net

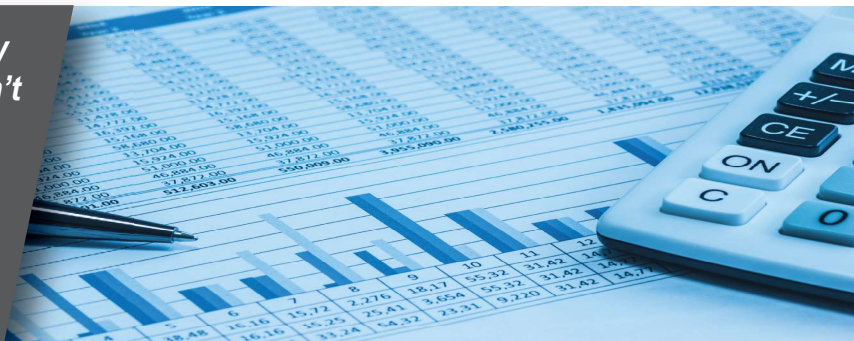
106 E 2nd St
Seymour IN 47274



MANN BOOKKEEPING
& TAX SERVICE INC.

W-2 & 1099 SERVICE

Do you wish you had more time to focus on daily operations or growth of your business? Wouldn't it be nice to not have to mess with paperwork in the office? At Mann Bookkeeping & Tax Service we can provide just that. We offer various bookkeeping and payroll services that can fit your needs.



W-2 Service

- Reconcile 941 Forms to W-2(s)
- Print W-2(s)
- e-File W-2(s)
- e-File W-3 Transmittal Form
- e-File WH-3 Form

1099-MISC Service

- Print 1099(s)
- Mail 1096 Transmittal Form

Pricing for W-2s & 1099s are the same. Each fee is based on the number of W-2s/1099s and those fees are billed monthly along with your payroll and/or bookkeeping service(s)

of W-2s/1099s

Mthly Fee

1-2	\$ 8
3-6	\$ 10
7-12	\$ 15
13-18	\$ 21
19-24	\$ 27
25 or more	\$ 27 + \$1 per addtl form over 24

CONTACT US TO EXPLORE
HOW WE CAN HELP YOU

(812) 522-5234
mann@manninc.net

106 E 2nd St
Seymour IN 47274



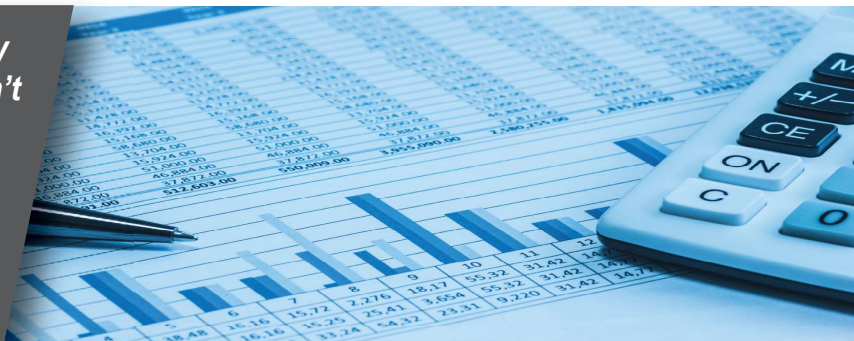
MANN BOOKKEEPING
& TAX SERVICE INC.



MANN BOOKKEEPING
& TAX SERVICE INC.

BOOKKEEPING SERVICE

Do you wish you had more time to focus on daily operations or growth of your business? Wouldn't it be nice to not have to mess with paperwork in the office? At Mann Bookkeeping & Tax Service we can provide just that. We offer various bookkeeping and payroll services that can fit your needs.



Prior Month Bookkeeping/Financials - \$450/month

- Record income & expenses for prior month
- Reconcile bank account(s)
- Balance Sheet & Profit/Loss Statement provided monthly
- YTD Income Statement Comparison provided monthly
- E-file business entity report (if applicable)

Current Month Bookkeeping/Financials - \$750/month

- Record income & expenses for current month weekly
- Invoice customers
- Receive payments
- Make & record deposits
- Enter & pay bills
- Reconcile bank account(s) weekly
- Balance Sheet & Income Statement provided monthly
- YTD Income Statement Comparison provided monthly
- After the Fact payroll & payroll tax forms
- E-file business entity report (if applicable)

Sales Tax Filing/Paying - \$50/month

Quickbooks Setup/Review Service - \$50/hr

Review

- Review of financials, payroll & general ledger
- Back-up of QuickBooks file on flash drive
- General ledger work for account adjustments
- Year End Entries to tie to the tax return

Setup

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



MANN BOOKKEEPING
& TAX SERVICE INC.

CONTACT US TO EXPLORE
HOW WE CAN HELP YOU

(812) 522-5234

mann@manninc.net

106 E 2nd St
Seymour IN 47274



MANN BOOKKEEPING
& TAX SERVICE INC.

MULTI-SERVICE DISCOUNTS & REFERRALS

Do you wish you had more time to focus on daily operations or growth of your business? Wouldn't it be nice to not have to mess with paperwork in the office? At Mann Bookkeeping & Tax Service we can provide just that. We offer various bookkeeping and payroll services that can fit your needs.



Multi-Service Discounts

Receive a monthly discount when using both a payroll service & bookkeeping service.
The amount of the discount varies based on service package selected.

Multi-Service Packages

Monthly Discount

Weekly Payroll & Prior Month Bookkeeping	\$ 100
Bi-Weekly Payroll & Prior Month Bookkeeping	\$ 75
Monthly Payroll & Prior Month Bookkeeping	\$ 50
Weekly Payroll & Current Month Bookkeeping	\$ 150
Bi-Weekly Payroll & Current Month Bookkeeping	\$ 125
Monthly Payroll & Current Month Bookkeeping	\$ 100

Referrals (One-Time Credits)

Receive a one-time credit when a new client is referred by you.
Credit is based upon the service the new client signs up for.

Payroll Only	\$ 100
Bookkeeping Only	\$ 200
Payroll & Bookkeeping	\$ 300
Tax	\$ 50



MANN BOOKKEEPING
& TAX SERVICE INC.

CONTACT US TO EXPLORE
HOW WE CAN HELP YOU

(812) 522-5234

mann@manninc.net

106 E 2nd St
Seymour IN 47274