



STANDARD PAYSM

**Your economical alternative
to an "in-house" payroll department.**

Through the use of Standard PaySM your organization will be able to meet all its payroll needs and obligations without the high cost of a payroll staff.

Is STANDARD PAYSM right for you?

Are you...

- a small workforce?
- unsure of what things you need to do to be in compliance with payroll laws and regulations?
- mindful of your budget and looking for an affordable payroll option?
- looking to work with the same payroll representative each pay period?

We also offer PREMIER PAYSM
and WEB PAYSM for employers
with additional needs.

Contact us today to learn more
about each program and to
schedule a free consultation.



PAYROLL PROCESSING:

- Your payroll can be prepared weekly, bi-weekly, semi-monthly or monthly.
- We will provide employee pay checks or pay stubs with employee earning statements.
- You have a choice on how your completed payroll and reports are delivered to you.

PAYROLL TAX RETURN PREPARATION:

- We will prepare monthly, quarterly, semi-annual, and year-end returns for federal, state and local entities.
- Bureau of Workers' Compensation returns will be prepared for you.
- W-2's will be prepared for mailing to your employees and government agencies.
- We will prepare a W-3 recap, and federal, state and local reconciliations for mailing.

PAYROLL COMPLIANCE:

- You will receive detailed, easy-to-read reports designed to meet your business needs.
- Your payroll records are retained electronically at our secure off-site location.
- You will receive a personal payroll processor and phone support for employment-related questions.
- Our knowledgeable staff keeps you up-to-date on payroll law, trends and industry developments.

SUGGESTED EXTRAS:

Enhance your payroll with Select-A-PaySM services.

Direct Deposit
1099 Processing
Retirement Plan Processing



CERTIFIED PAYROLL SERVICES, INC.

Your Payroll... Our World.

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