



# WEB PAY<sup>SM</sup>

**Our most advanced solution  
to payroll processing and retention.**

Web Pay<sup>SM</sup> provides the highest level of payroll options available to our customers.

## Is WEB PAY<sup>SM</sup> right for you?

Do you...

- want web-based payroll processing and record retention?
- need a company payroll with more options?
- prefer electronic access to your records 24-hours a day?
- want payroll direct deposit for your employees at no charge?

We also offer STANDARD PAY<sup>SM</sup> and PREMIER PAY<sup>SM</sup> for employers with additional needs.

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



### PAYROLL PROCESSING:

- Your payroll is processed on line and can be prepared weekly, bi-weekly, semi-monthly or monthly.
- Your payroll is direct deposited into employee bank accounts. If you prefer using printed checks, payroll checks with earnings statements are available for printing via our secure website.
- Your records are easily accessible and retained via our secure website.
- On-site electronic storage houses your payroll indefinitely.

### PAYROLL TAX RETURN PREPARATION:

- We prepare and pay monthly, quarterly, semiannual and annual tax returns for federal, state and local entities.
- We prepare, file and pay your Bureau of Workers' Compensation returns.
- We prepare W-3s and W-2s so they are ready for you to mail to your employees and the Social Security Administration.
- We prepare your state and local reconciliations and forward them to the proper tax agencies.

### PAYROLL COMPLIANCE:

- You will receive detailed, easy-to-read reports customized for 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.

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### SUGGESTED EXTRAS:

Enhance your payroll with Select-A-Pay<sup>SM</sup> services.

Retirement plan processing  
1099 Processing

Garnishment reports  
Employee earnings history access



**CERTIFIED PAYROLL SERVICES, INC.**

Your Payroll... Our World.

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