

# Payroll Processing Information

Rev. 8/2018

## Standard Payroll Rates Cover the Following Services

You can rely on the experience and expertise of Sprague & Jackson to prepare the following:

### Every Pay Period

- Payroll Checks/Direct Deposit Vouchers
- Check Register
- Payroll Journal
- Department Summary

### Every Deposit Period

- Make tax deposits

### Every Quarter

#### Prepare and File the Following:

- 941 Quarterly Return
- NYS-45 State Quarterly Return

### At the End of the Year

- Federal W-2's \*
- Federal W-3
- Employee & Employer W-2's
- Federal Unemployment Insurance Return

## Payroll Rates

### WEEKLY

	<i># of Checks</i>	<i>Charge Per Pay Period</i>	<i># of Checks</i>	<i>Charge Per Pay Period</i>
	1	35.00	26	66.00
	2	36.50	27	67.00
	3	38.00	28	68.00
	4	39.50	29	69.00
	5	41.00	30	70.00
	6	42.50	31	71.00
	7	44.00	32	72.00
	8	45.50	33	73.00
	9	47.00	34	74.00
	10	48.50	35	75.00
	11	50.00	36	76.00
	12	51.00	37	77.00
	13	52.00	38	78.00
	14	53.00	39	79.00
	15	54.00	40	80.00
	16	55.00	41	81.00
	17	56.00	42	82.00
	18	58.00	43	83.00
	19	59.00	44	84.00
	20	60.00	45	85.00
	21	61.00	46	86.00
	22	62.00	47	87.00
	23	63.00	48	88.00
	24	64.00	49	89.00
	25	65.00	50	90.00

**Add \$15.00 to the Weekly Rate for Other Pay Periods**

Clients receive copies of all reports.

\* There is an additional charge for W-2's for hourly clients.

- Prices subject to change.
- Individual quotes may be provided for larger payroll accounts.

## Standard Payroll Rates do not Cover the Following

- Consulting
- Research
- Bookkeeping and Bank Reconciliation for your Payroll Account, if Applicable
- Government and Agency Correspondence
- Disability and Workers' Compensation Reports
- Revising Prior Periods
- EFTPS Enrollment
- Federal & State Registration for New Employers
- New Hire Reporting
- Any non-standard services.
- Initial setup at reduced charges.

### Above Services will be Billed at our Regular Hourly Rate

- However, amending prior periods to facilitate accurate setup will be billed at our standard hourly rate of \$95.
- There is a minimum \$3.00 charge for postage and/or \$11.00 for delivery.

## Who do I Contact?

If you have any questions regarding our payroll services, or if you would like additional information, please contact Teri Relyea at:

607-273-5322

## About Sprague & Jackson

Sprague & Jackson is a professional accounting firm providing quality services to our clients for over 41 years. The firm provides comprehensive tax services and consultation for accounting, estate planning, payroll and bookkeeping services for a wide variety of businesses and individuals throughout Central New York. With Sprague & Jackson, you get the attention of a small firm and the experience of a large one. Since 1976 the staff at Sprague & Jackson have provided personal attention to our clients, while maintaining the size and experience to answer any of your questions and handle all of your accounting needs.

David W. Sprague, EA  
Angie J. Jackson, EA

Teri Relyea  
Payroll Manager

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*Sprague*  
*& Jackson*

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ACCOUNTANTS AND ENROLLED AGENTS

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*Sprague*  
*& Jackson*

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ACCOUNTANTS AND ENROLLED AGENTS

Professional  
Payroll  
Services

**(607) 273-5322**

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