

2024 Payroll Pricing Sheet

MONTHLY INVESTMENT DETERMINED BY PAYROLL FREQUENCY AND NUMBER OF EMPLOYEES ACTIVE IN THE SYSTEM

FREQUENCY	MONTHLY INVESTMENT <small>*After initial setup fees.</small>
WEEKLY	\$139.00 base then \$12.00 PER EMPLOYEE/CONTRACTOR
BI-WEEKLY	\$95.00 base then \$9.00 PER EMPLOYEE/CONTRACTOR
SEMI-MONTHLY	\$90.00 base then \$9.00 PER EMPLOYEE/CONTRACTOR
MONTHLY	\$62.00 base then \$7.00 PER EMPLOYEE/CONTRACTOR

Monthly investment and per employee/contractor fees are charged monthly even if payroll is not processed. The per employee/contractor fee is assessed for each active employee/contractor in the system whether they are included in a payroll run or not.

Services included at no additional cost:

- General processing services, including secure web portal data entry
- Federal tax impound & filing service and 1 state tax impound & filing service
- Direct deposit
- Secure portal for employees to view pay stubs and W2s/1099s
- Self-service W2/W3 preparation & filing with electronic access to W2s at year-end
- Self-service 1096 preparation & filing with electronic access to 1099s at year-end (for 1099 payments run via payroll)

Additional cost (if applicable):

- Each additional state or local tax filing - \$25/month
- Returned direct deposits - \$25 each
- Paragon handles W2/W3 preparation & filings - \$175 base + \$14 each
- Amended federal or state returns - case-by-case basis
- *Payroll setup fee \$295, plus \$10 per employee over 10 employees

Client responsibilities:

- Responsible for entering and submitting your payrolls on the web-based portal in a timely fashion
- Responsible for adding new employees and deactivating terminated employees
- Responsible for submitting payments to the proper parties for garnishments, contributions, or any other electronic 3rd party transactions
- **Responsible for ensuring sufficient funds for payroll taxes and net pay are available to avoid NSF**

(In the event of an NSF, there will be a \$100 NSF fee) We will reattempt to collect the funds from your bank account within the next two banking days. If we are still unable to collect the amount, we may terminate your payroll.



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