



Client Name: _____

Determining Setup & Monthly Fees

SETUP

<input type="checkbox"/>	Minimum Setup Fee	\$225	
<input type="checkbox"/>	SS4 for EIN	\$25	
<input type="checkbox"/>	2553 for S-Corp	\$25	
<input type="checkbox"/>	Initial PSA	\$25	
<input type="checkbox"/>	State withholding & unemployment	\$25	
<input type="checkbox"/>	Sales tax applications (State & Co.)	\$25	
<input type="checkbox"/>	** New business - with all above required **	\$350	

MONTHLY FEE

<input type="checkbox"/>	Monthly Base Charge	\$130	
<input type="checkbox"/>	Sales Tax	\$15	
<input type="checkbox"/>	# of Checks, CCs, Bank Debits	\$1	
<input type="checkbox"/>	# of Employees (in house)	\$10 per employee	
<input type="checkbox"/>	# of Employees (PR outsourced and not ADP)	\$8 per employee	
<input type="checkbox"/>	# of Employees (PR outsourced thru ADP)	\$5 per employee	
<input type="checkbox"/>	P&L with Departments	\$10	
<input type="checkbox"/>	Alternate COGS System	\$15	
<input type="checkbox"/>	Comparison statement to last year	\$10	
<input type="checkbox"/>	Balance Sheet	\$10	
<input type="checkbox"/>	Bank Reconciliation	\$50	
<input type="checkbox"/>	Quarterly Payroll Tax Report Prep (only)	\$75 + \$10 per emp	