

Early Harvest CPAs, LLC

Payroll and Optional Services

Optional services fee schedule:

Payroll Services

Payroll will be setup and maintained in QuickBooks online. Fees range from \$110-\$130 per month based on the QuickBooks Online subscription your company requires. Includes a free setup or conversion from your current system to QuickBooks Online and training for you and your staff. If you are a monthly/quarterly subscriber client, you will receive a 20% discount on the subscription cost. There is also a monthly fee of \$2 per employee. Payroll can be run weekly, bi-weekly, semi-monthly or monthly with no additional costs.

- Payroll preparation includes: setup of new employees, entering employee time, payroll reports-summary and detailed, processing payroll payments via direct deposit or paper checks. Paper check preparation requires check stock purchase.
- Payroll tax submission includes: all payments made to taxing agencies, notices and discrepancies resolved, returns reviewed for accuracy, annual W-2 preparation and mailing. Both form 941 and form 943 filers are supported.

- Sales and use tax remittance - \$40 per filing
- Income tax remittance monthly or quarterly – Federal and State - \$50 per filing
- Administrative functions such as: prepare and mail invoices to customers, collection calls, user setup and permissions – fee based on frequency and volume
- Setup and training on compatible Apps to be used in conjunction with QuickBooks Online – to be determined
- Fixed Asset maintenance and reporting – fee based on volume

Training Classes:

Training classes are tailored to your business and staff needs and are held at your location. Handouts will be provided as well as question and answer period. Fees for training classes are based on a \$75 per hour rate with a two-hour minimum. There is no limit to the number of attendees; however, we may request that you print the handouts at your expense for more than 25 attendees.

Popular topics include:

- Excel – beginner, intermediate and advanced (includes pivot tables, vlookups, macros and linking files)
- Microsoft Word
- Power Point
- QuickBooks Online or Desktop
- Accounting topics such as: Fixed Assets and depreciation, How to Read an Income Statement, How to Read a Balance Sheet, Why am I making money but going in the hole? (explanations of costing and variance analysis).

If there is a topic you are interested in that is not listed above, let us know!

**Monthly/quarterly packages require a one year contract and the first and last month payments in retainer

Call us for a free quote on the optional features listed above or other business services we may offer.