



# Payroll Services Overview

SPECIALTY MANAGEMENT CO INC

# Are you either...



Spending too much time on payroll?



Afraid of mistakes that could lead to IRS penalties?



Paying a lot for payroll services?

# We Offer Service You Can Trust

Whatever your payroll question, we are here to help.  
You can rely on us for top quality service – all year long!

# We Make Paydays Easy and Accurate

Each payday, just provide us with employee hours and we'll take care of the rest

Swim, Bike, Run Productions  
10 Ocean St.  
Santa Cruz, CA 95060-1700

Date: 04/24/2009  
Net Pay: \$ 724.25

**ADVICE OF DEPOSIT**

Tatiyana Lewis  
4568 Atherton Ct  
San Francisco, CA 94110

	Hours	Rate	TAXES WITHHELD	
			Current	YTD
PAY			Current	YTD
Regular Pay	40.0	20.00	800.00	800.00
Overtime Pay	2.0	30.00	60.00	60.00
DEDUCTIONS			Current	YTD
Simple 401K			25.80	25.80
			Current	YTD
TOTAL			\$860.00	\$860.00
TOTAL PAY			\$25.80	\$25.80
DEDUCTIONS			\$109.95	\$109.95
TAXES				
			Net This Check:	\$724.25
			Acct#....3456:	\$724.25
BENEFITS	Hours Used	Hours Available		
Vacation	0.00	120.00		

## We provide:

- ✓ Direct deposit with detailed pay stubs
- ✓ Support for wide range of pay types
- ✓ Sick, vacation and holiday pay accruals
- ✓ Federal, state and local tax calculations
- ✓ Voluntary deduction calculations
- ✓ Paycheck printing
- ✓ Online employee access to pay stubs
- ✓ Contractor payments
- ✓ Multi-state payroll
- ✓ 100% accuracy guarantee

# We Handle All Your Federal and State Taxes

You never have to worry about upcoming tax obligations... we take care of everything.

Form **941 for 2009: Employer's QUARTERLY Federal Tax Return** 950109  
(Rev. January 2009) Department of the Treasury — Internal Revenue Service OMB No. 1545-0029

(EIN) Employer Identification number   -

Name (not your trade name)

Trade name (if any)

Address   
Number Street State or room number  
    
City State ZIP code

Report for this Quarter of 2009 (check one)  
 1: January, February, March  
 2: April, May, June  
 3: July, August, September  
 4: October, November, December

Read the separate instructions before you complete Form 941. Type or print within the boxes.

**Part 1: Answer these questions for this quarter.**

1	Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), Dec. 12 (Quarter 4)	1	<input type="text" value="0"/>
2	Wages, tips, and other compensation	2	<input type="text" value="21998.75"/>
3	Income tax withheld from wages, tips, and other compensation	3	<input type="text" value="3281.14"/>
4	If no wages, tips, and other compensation are subject to social security or Medicare tax	<input type="checkbox"/> Check and go to line 6.	
5	Taxable social security and Medicare wages and tips:		
		Column 1	Column 2
5a	Taxable social security wages	<input type="text" value="22511.06"/>	<input type="text" value="2791.37"/>
5b	Taxable social security tips	<input type="text" value="."/>	<input type="text" value="."/>
5c	Taxable Medicare wages & tips	<input type="text" value="22511.06"/>	<input type="text" value="652.82"/>
5d	Total social security and Medicare taxes (Column 2, lines 5a + 5b + 5c = line 5d)	5d	<input type="text" value="3444.19"/>
6	Total taxes before adjustments (lines 3 + 5d = line 6)	6	<input type="text" value="6725.33"/>
7	CURRENT QUARTER'S ADJUSTMENTS, for example, a fractions of cents adjustment. See the instructions.		<input type="text" value="(0.01)"/>

To correct earlier's fractions of cents

## This includes:

- ✓ Federal Tax Deposits
- ✓ Quarterly 941s
- ✓ Annual 940s and 944s
- ✓ Employee W-2s
- ✓ 1099-MISC Filing
- ✓ State Tax Deposits
- ✓ Quarterly State Tax Forms
- ✓ Annual State Tax Forms

# We Provide Easy-to-Read Reports

You'll get easy to understand, detailed reports so you will always be current on payroll information.

Name	Net Amt	Hours	Taxes Withheld	Total Deductions	Total Pay	Employer Taxes	Total Cost
Michael Anderson	\$1175.05	80.00	\$271.10	\$92.31	\$1538.46	\$200.75	\$1739.21
Amber Aslan	\$841.42	80.00	\$232.34	\$40.00	\$1113.76	\$115.71	\$1229.47
Tatiana Lewis	\$1238.66	80.00	\$313.34	\$48.00	\$1600.00	\$122.40	\$1722.40
<b>Totals</b>	<b>\$3255.13</b>	<b>240.00</b>	<b>\$816.78</b>	<b>\$180.31</b>	<b>\$4252.22</b>	<b>\$438.86</b>	<b>\$4691.08</b>

## Our detailed reports include:

- ✓ Payroll Summary
- ✓ Paycheck Details
- ✓ Deductions
- ✓ Last Paycheck
- ✓ Employee Details
- ✓ Contractor Details
- ✓ Tax Liability
- ✓ Tax and Wages
- ✓ Total Pay
- ✓ Tax Payments
- ✓ Workers' Comp
- ✓ Check Register
- ✓ Vacation and Sick Leave
- ✓ Billing Summary
- ✓ Total Cost
- ✓ Retirement Plans
- ✓ Contractor Payments

# We Make Workers' Compensation Payments Easy

Automatically pay workers' compensation premiums to The Hartford, one pay period at a time

- **Stay in Control Of Cash-Flow**
  - Elimination of a large down payment
  - Pay premiums one pay period at a time
  - Avoid year-end surprises
- **Save Time**
  - No checks to write
  - Minimize audit activity



# Our Pricing is Simple and Cost-Effective

[Please call for individual pricing]



# Get Started Today!

Contact us to schedule a payroll appointment today.  
You'll be delighted with the results!

Angela Rowe/Accounting Manager 325-672-6580