

BERTOLAS & PEKULA, LLC

CERTIFIED PUBLIC ACCOUNTANTS

2017 Payroll Processing Rate Sheet

Employees/Item	Processing Fee Weekly Payroll (per pay period)	Processing Fee Other than Weekly (per pay period)
1-5	\$30.00	\$37.00
6-10	\$40.00	\$48.00
11-15	\$50.00	\$59.00
16-20	\$60.00	\$70.00
21+		Custom Pricing Based on Customer Needs

Additional Fees:

- New employee fee after initial setup including mandated MN New Hire - \$10.00
- Quarterly payroll reports - \$105.00 / quarter
- Quarterly payroll reports – no wages - \$65.00 / quarter
- W-2 & year-end payroll reports - \$105.00
- Initial payroll set up fee - \$105.00/ hour

Payroll items include, but are not limited to:

- Payroll checks
- Pay stubs
- Bonus checks
- Child support payments
- Union benefit payments
- Union permit payments

Additional fees will apply if changes have been made to payroll information after payroll has been processed. Non-standard payroll preliminary and/or special processing will be charged at our hourly rate.

Payroll processing includes one Federal and one State payroll tax deposit per month. Any additional tax deposits will be billed at the appropriate hourly rates.

Direct Deposit options are available. QuickBooks direct deposit fee is currently \$1.75 per paycheck. This fee is subject to change based on the fee charged by QuickBooks.