

Payroll Services Fee Schedule		
Payroll Processing: One Employee		
Monthly base fee	\$27.50	
	\$5.00	per employee, per month
Paper check surcharge	\$1.50	paper check, per payroll
Payroll Processing: Two or More Employees		
	Biweekly, Twice Monthly, Weekly	Monthly Only
First 2 employees	\$7.74 Per Person	\$9.68 Per Person
Next 3 employees	\$4.47 Per Person	\$5.59 Per Person
Next 20 employees	\$2.98 Per Person	\$3.73 Per Person
26+ employees	\$1.96 Per Person	\$2.45 Per Person
Paper check surcharge	\$1.50	per check, per payroll
Quarterly tax fee	\$50.00	
Forms W-2, 1095, 1099-MISC	\$10.00 per form	per person, per year

Payroll Services Additional Fees (when applicable)	
Delivery charge	actual costs
Custom general ledger integration*	\$15.00 per month
Non-Sufficient Funds (NSF)	
First NSF	\$50.00
Each additional NSF	\$100.00
Inactive account	\$50.00 per quarter
Stop payment	\$40.00
Late payroll	\$25.00
Payroll reversal	\$30.00
Amendment	\$50.00 per quarter

Time & Attendance Fee Schedule*		
Time & Attendance	\$4.00	per employee, per month; \$20 minimum

Human Capital Management Fee Schedule*		
Essential — HCM	\$2.00	per employee, per month; \$30 minimum
Advanced — HCM	\$4.00	per employee, per month; \$60 minimum

Health Care Reporting Fee Schedule		
Setup	\$1,500	one time fee
Full Time Employees	\$1.00	per employee, per month

*Implementation or setup fees may apply, where applicable.