



PAYROLL SERVICES

THE VALUE OF PAYROLL

If you want to save time, reduce costs and keep your employees happy, proficient payroll management is a must. Without it you spend valuable time sorting paper work, recalculating figures and correcting errors.

July offers a proven payroll service. Our staff is qualified; payroll consultants have pertinent certifications and degrees supplemented by years of experience. Our clients are satisfied; we have long-term relationships and consistent client referrals.

WE UNDERSTAND WHERE YOU'RE COMING FROM

<i>Your Need</i>	<i>Our Solution</i>
Simplicity	From start to finish we make the process clear and easy to complete. There are three simple steps in the conversion process. Each step has clear instructions on how to complete the process along with the required forms.
Reliability	We have trained certified payroll consultants and a dedicated payroll team for your company. A dedicated and trained payroll specialist completes your payroll each time—they know <i>your</i> payroll, not just payroll generally.
Flexibility	Your payroll is processed and delivered the way that best fits your company via the internet, direct deposit or paper. Questions are answered by your payroll specialist within 24 hours; we know payroll questions cannot wait.
Control	You have immediate access to all of your payroll information with regular, easy-to-read reports available on demand. Enter your employee data from a phone, fax or internet - your choice. Or install CheckConnect SM in your office and retain the ability to manage employee data directly
Integration	A single provider for retirement and payroll services reduces your work load and increases return. July offers full service retirement plan administration. With an integrated solution we calculate and submit loan repayments to the 401(k) custodian, process hardship distributions including suspensions & reinstatement of deferrals, manage new participant enrollment, process termination distributions, calculate and submit retirement plan contributions to the custodian, and automatic eligibility notifications, enrollment mechanisms, deferral increases & vesting options.

BASIC PAYROLL COMPONENTS

- Signed Checks
- Direct Deposit for Employee Checks
- Payroll Tax Submission Service
- Quarterly and Annual Payroll Tax Returns
- 401(k) File Submission
- Standard Payroll Reports

Fee Schedule



CORE SERVICES & FEES

AMOUNT

ONE-TIME SETUP FEE

Per Participant	\$2.00
Minimum Setup Fees	\$250.00

PER PAYROLL FEES

Weekly payrolls	\$25.00
Semi-monthly and Bi-Weekly payrolls*	\$35.00
Monthly payrolls*	\$50.00
401(k) Integration/Contribution Submission	\$10.00
State/Local Tax Filing per jurisdiction	\$3.00

*20% Discount Given to Integrated 401(k) Clients on indicated item.

PER CHECK FEES

Per Check Fee	\$ 1.50
Check Signing	\$ 0.15
Stuffing Checks in Envelopes	\$ 0.45
Direct Deposit	\$ 0.30
Garnishment Checks	\$ 1.50
Manual Checks	\$ 1.50

ANNUAL FEES

Per W2/1099	\$4.00
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OTHER SERVICES

Delivery Charges	Vary by location/method
Reprocessing Fee	\$ 25.00
Custom Reports (per report)	\$ 5.00
Last Minute Rush Charge	\$ 10.00
ACH Insufficient Funds	\$ 200.00
Special Requests	Hourly Rate at \$20.00/hour
Year-End Tax Reconciliation	Hourly Rate at \$20.00/hour
IRS Problem Resolution	Hourly Rate at \$20.00/hour
Check Connect On-Line	No Charge
Time Clocks	\$ 200 Setup, \$ 10 / payroll
Notification of Change in Direct Deposit Account Number/Routing Number	\$ 3.00 per Transaction
Credit Returns	\$ 10.00 per Transaction
Payroll/Tax/Invoice Debit Returns	\$ 100.00 per Transaction