

## Payroll Service Comparison Chart

	<b>Gina L. Gwozdz, CPA 206-203-0468</b>	<b>Software (such as QuickBooks®)</b>	<b>Full Service (such as ADP® / PayChex®)</b>
<b>Access</b>	I will do everything for you, as soon as I receive your hours. You and your employees can access the reports from any computer with Internet access.	You must use the computer where your accounting/payroll software is installed.	You must make yourself available to submit hours by phone or online. Reports are only available in print.
<b>Setup</b>	I do the set up for you, there's nothing to install on your end.	Software and tax table updates required. No help with new hire reporting, W-4s, I-9s.	Paper-intensive manual process.
<b>Email Reminders</b>	Timely email reminders remind you of all important deadlines.	Online reminders exist, but they are not automated.	No reminders available.
<b>Paycheck calculations</b>	Instant and guaranteed accurate.	Instant and guaranteed accurate (but requires ongoing tax table updates).	Paycheck calculations are delayed from the time you report hours.
<b>Direct Deposit</b>	Free	Extra charges apply.	Extra charges apply.
<b>Paychecks</b>	Print instantly (or whenever you're ready) on blank or pre-printed check stock at your office.	No blank check printing option.	Delivered to your office for an extra fee.
<b>Tax Impounding</b>	No tax impounding- funds stay in your bank account until the payment is due.	Depends on service selected.	Taxes are withdrawn on each payday, typically several weeks before they are due.
<b>Electronic tax payments and filings</b>	Electronic 940s, 941s, 944s, W-2s, and e-file for most states (or I provide signature-ready forms).	Electronic functionality available for 941s, and very few states.	The service takes care of taxes for you, for an extra fee.
<b>Customer Support</b>	Free. I'm here to help you whenever you have a question.	Extra charges apply.	Included
<b>Export</b>	Easy data import to QuickBooks®, QuickBooks Online, QuickBooks® for Mac, Microsoft Money® and Quicken®.	Works only with QuickBooks.	Downloads data to QuickBooks, but as journal lump-sum. There are no split level details available.
<b>Price</b>	Run fee includes direct deposit, EFTPS tax payments, quarterly filings, annual filings, W-2s and importing to your accounting software: <ul style="list-style-type: none"> <li>• Weekly \$15.00 plus \$1.50 per employee,</li> <li>• bi-weekly or semi-monthly \$17.00 plus \$1.50 per employee and</li> <li>• monthly \$25.00 plus \$1.50 per employee.</li> </ul>	Pricing can vary greatly by service selected.	Pricing varies by no. of employees and payroll runs and there are additional fees for direct deposit, EFTPS tax payments, quarterly filings, delivery fees, W-2s etc.