
IMPORTANT INFORMATION REGARDING YOUR NEW PAYROLL SERVICE

Welcome and thank you for choosing Assisted Payroll Service

With QuickBooks Assisted Payroll, we process your federal and state payroll tax deposits and filings - guaranteed accurate and on-time¹. You keep the control by managing your day-to-day payroll in-house.

COMPLETING YOUR PAYROLL ACTIVATION

It is important that your payroll activation is completed accurately, so we'd like to familiarize you with the Activation process. Any delays or errors in completing each step will impact how quickly we can activate your Assisted Payroll Service.

STEP 1: FAX COMPLETED REPORTING AGENT AUTHORIZATION FORMS

Before we can move forward we need to receive the following immediately:

- Federal 8655 form
- Intuit Limited Power of Attorney and Tax Information Authorization form
- A copy of IRS-generated proof of your company's legal name and address**

You should have received these forms either while you were completing the sign up for Assisted Payroll Service. If you have not received these Reporting Agent Authorization forms, you can access them here: http://www.payroll.com/support/PDFs/Assisted/Assisted_Reporting_Agent_Authorization.pdf.

STEP 2: ACTIVATION PREPARATION

Before you begin your activation, you will need to gather your year-to-date payroll data. The Payroll Setup Checklist describes what you will need, download the checklist at: http://www.payroll.com/support/PDFs/Assisted/asstd_setup_checklist.pdf.

You'll need to verify your bank account and create the payroll 'PIN' you will use when submitting payroll. You'll need to:

- Locate the two amounts (under \$1) debited to your bank account
- Go to the Employees drop-down to My Payroll Service and choose Activate Assisted Payroll.
- Enter the two amounts to verify your bank account and create the payroll 'pin' you will use when submitting payroll.

STEP 3: QUICKBOOKS PAYROLL SETUP

You are ready to setup QuickBooks Assisted Payroll.

- Have all the necessary documents described in our Payroll Setup Checklist on hand.
- Connect to the internet on a high speed connection.
- Log into QuickBooks as an Administrator single-user mode.
- Access payroll setup in QuickBooks:
 - Click the Employees menu across the top of the QuickBooks
 - Select Payroll Setup
 - Follow the steps of the QuickBooks Payroll Interview; completely and accurately answer all questions in the Payroll Setup to be able to correctly run your payroll.

Help when you need it - If you have any questions throughout this process you can contact your Activations Specialist or an Activation Coordinator at: (800) 332-4844 Ext. 82273.

STEP 4: RUNNING YOUR FIRST PAYROLL ON ASSISTED PAYROLL SERVICE

Once you have completed setting up your payroll data in QuickBooks, you are ready to send your first payroll. Please review these tutorials that show you how to create checks, payroll items and how to submit your payroll:

- Video Training - <http://www.payroll.com/support/assisted/training.html>
- Printed Version - <http://www.payroll.com/support/qa/step.asp?se=3&pr=30&ar=15&ct=46&an=342>

A couple important items you should consider when you run Payroll:

- Your payroll must be transmitted to Intuit **no later than 2 business days prior** to the paycheck date. Your payroll must be submitted no later than **5pm Pacific Time**. Late submissions may result in additional fees from Intuit and penalties from federal and state agencies.
- **Payroll taxes, direct deposits, and Assisted Payroll service fees** are paid on a per payroll basis through an automatic debit to your payroll bank account. The debit will occur usually just after midnight on the morning of the business day prior to your paycheck's date.
- Once you transmit your payroll, you will see the checks have **green lightning bolts** in your check register. This means that we've received the information for those checks successfully and they can no longer be edited. The only way to change a check you've already transmitted is to void and recreate it, then transmit again (or correct the issue on the following payroll.) For more information on this topic visit the FAQ section of payroll.com at the link below.
Link: http://www.payroll.com/support/qa/step.asp?se=3&pr=30&ar=15&lid=prod_tab
- After completion of each payroll transmission, please remember to do a **backup of your company file**. This will insure that your payroll data and other accounting information is secure in case of a system problem or computer crash.
- Assisted Payroll does not support the payment of any **local payroll taxes, workers compensation**, or non payroll tax liabilities on your behalf. These payments are the responsibility of the employer
- Don't forget those **bank holidays!** Bank holidays can change the date you need to send your payroll. Use the link below to see the current holiday schedule.
Link: <http://www.payroll.com/support/holidays.html>
- **Late payroll** can negatively impact your business in multiple ways. It will delay direct deposits, it may result in late payments to tax agencies and it will result in an amendment if quarter end dates are crossed. Intuit charges \$50 for processing each late payroll. For more information follow the link below. Link:
<http://www.payroll.com/support/qa/step.asp?se=3&pr=30&ar=15&ct=39&an=713>

At this point your activation is complete and you will be able to submit your next payroll. **Note:** some states require additional forms or registrations in addition to the documents you completed in Step 1. Our Tax Department will contact you if the states in which your employees live or work require additional information.

WE ARE AVAILABLE TO ASSIST YOU

If you have any questions throughout this process you can contact your Activations Specialist at: (800) 332-4844 Ext. 82273. Answers to common questions about your Assisted Payroll Service can also be found on the QuickBooks Payroll website at: <http://www.payroll.com/hot>.

WHAT YOUR ASSISTED PAYROLL SERVICE INCLUDES

Your QuickBooks Assisted Payroll service includes the following features:

- **CONTROL YOUR PAYROLL WHILE FREEING YOURSELF FROM THE TAX HASSLES.**
Assisted Payroll lets you maintain your payroll in QuickBooks, while we make your payroll tax deposits and prepare and file your payroll tax returns and W-2s. Your payroll data is accessible within QuickBooks. You can view payroll information, employee and accounting information, filed payroll tax returns and employee W-2s, and even run reports - all at your convenience.
- **BE CONFIDENT OF YOUR TAX FILINGS WITH OUR "NO PENALTIES" GUARANTEE.**
When Assisted Payroll files and pays your federal and state payroll taxes, we guarantee they're accurate and on time or we pay the resulting tax penalties¹.
- **PRINT PAYCHECKS LOCALLY FROM YOUR PC OR PAY YOUR EMPLOYEES ELECTRONICALLY** via Direct Deposit.
- **ENJOY BUILT-IN WORKERS' COMPENSATION TRACKING** calculation and reporting.
- **PERFORM ONE STEP NET-TO-GROSS CALCULATIONS** to quickly determine net pay amounts.
- **RUN CUSTOMIZABLE PAYROLL REPORTS** and manage job costing from QuickBooks. Payroll and Accounting reports are available in both summary and detailed formats.
- **ACCESS FILED PAYROLL RETURNS** through a secure link within QuickBooks to the Payroll Tax Center.

OPTIONAL PAYROLL FEATURES AND SERVICES

- **QUICKBOOKS DIRECT DEPOSIT.**
With Direct Deposit, there's no need to be in the office on payday! Employees' paychecks are automatically deposited into their bank accounts. Direct Deposit works within your QuickBooks Payroll service, with no minimum number of employees. There's no activation required; you just set each employee up for Direct Deposit and pay for the service only when you use it.
- **QUICKBOOKS CHECKS, FORMS AND SUPPLIES.**
Simplify and streamline your day-to-day operations with high-quality QuickBooks products. Authorized QuickBooks checks offer guaranteed compatibility, competitive pricing and exceptional value. QuickBooks deposit slips make depositing multiple checks a breeze². To order, discuss with your activations specialist or call (800) 433-8810.

HOW ASSISTED PAYROLL SERVICE WORKS

Using the information you provide, QuickBooks Assisted Payroll will make your tax deposits and file the related forms – guaranteed accurate and on time, or we'll pay the resulting tax penalties.

What Assisted Payroll Does For You

- **Provides updated federal and state tax tables in QuickBooks for Assisted Payroll to reference.**
You will receive an in-product alert to download the latest tax table and product updates.
- **Processes and deposits your federal and state payroll taxes with the appropriate agencies.**
Funds are automatically set aside with each payroll to cover payments.
- **Files payroll tax returns and information with appropriate agencies.**
 - Files federal forms 940, 940 Schedule A, 941, 941 Schedule B, 944, 945a and W-3
 - Files state unemployment insurance.
 - Files state withholding (where applicable).
 - Files W-2s and W-3s with for you. Customers may choose to print their W-2s and W-3s or for an additional fee, have Intuit print and send these to you for distribution to your employees. Speak to an Assisted Payroll Activation representative to make sure you have the options that are right for your business.

NOTE: Copies of quarterly and annual payroll tax filings are available through the Payroll Center via a secure link in QuickBooks Payroll.
- Works on your behalf if an issue arises with an agency while you are on our service – peace of mind that you have payroll and tax experts working for you.

Your Responsibilities

As an employer, your payroll responsibilities are to:

- Provide your Federal Employer Identification Number (FEIN) and State Identification Numbers to allow our service to pay and file correctly for your business.
- Setup payroll items with correct taxability in QuickBooks. (Consult your tax advisor or accountant for tax information)
- Perform New Hire reporting for your business.
- Enter complete and accurate payroll data into QuickBooks, including total wages, employee and company tax withholding amounts, as well as any other payroll deductions.
- Collect funds for and make payments for employee benefits, pension plans, local taxes, wage garnishments, insurance, child support, or any other payroll liability that is not related to state and federal payroll taxes. Assisted Payroll handles only your state and federal taxes.
- Send your payroll in QuickBooks before 5 p.m. Pacific Time two banking days prior to your check date. Note: Internet connectivity is required.
- Fund your payroll account at the time of transmission so that Assisted Payroll can disburse your payroll taxes and make applicable Direct Deposits.
- Print and distribute paychecks to your employees who do not get Direct Deposit.
- Inform Assisted Payroll immediately if you receive notifications from a tax agency.
- Maintain and update your contact information including legal name, address and email with Assisted Payroll Service.

What Is the Deadline for Payroll Processing?

If check date is on...	Send payroll by 5 PM Pacific Time on or before the preceding*...
Monday	Thursday
Tuesday	Friday
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday

HOLIDAYS: You must send your payroll one business day earlier than normal for bank holidays.

**Ensure that your payroll is funded prior to sending. Funds are debited at 12:00 AM one banking day prior to your check date.*

Once again, thank you for choosing QuickBooks Assisted Payroll. We are delighted to help you perform your business payroll with confidence and wish you every success with your growing business!

(1) "No Penalties" Guarantee: if the data you supply is accurate, on time and your bank account is sufficiently funded, your payroll tax deposits and filings will be on time and accurate or we'll pay the resulting tax penalty.

(2) Sold separately. May be subject to application approval and additional fees.