

# Complete Payroll—Full-service payroll to streamline managing your business

## **Payroll Services** COMPLETE PAYROLL



"The transition from ADP to Intuit went so smoothly it almost seemed non-existent. Everything that was promised was delivered in a friendly, courteous and professional manner. The software is so user-friendly, I have cut my payroll input time by one third."

Laurence P. Routhier, Accounting Manager  
*Kuhn Employment Opportunities Inc.*

For more information and to get started using Complete Payroll visit us at [www.payroll.com/complete](http://www.payroll.com/complete) or call 1-800-365-9621

**Payroll from the name you trust.** Complete Payroll, from Intuit Inc., the makers of QuickBooks®, is the full-service payroll solution that seamlessly downloads payroll data into QuickBooks<sup>1</sup> to provide you with greater insight into your business. This timesaving feature, combined with multiple payroll entry methods, check printing from your desktop (as well as a delivery option) and comprehensive reports at no additional charge, enhances the convenience of outsourcing your payroll. Complete Payroll brings you over 30 years of outsourcing payroll expertise to help you complete the payroll process with peace of mind. Simply provide us your payroll data and we do the rest.

### Focus on your business not your payroll

- > **Painless set-up**—Our knowledgeable team of payroll and accounting specialists will efficiently help you transmit your first payroll as well as provide seamless conversion from another provider.
- > **24/7 access to reports and data<sup>2</sup>**—With access to the Web, you (and your accountant, if you desire) can have access to payroll information around the clock, regardless of how you input your payroll.
- > **Services to enhance your payroll<sup>1</sup>**—Value-added services such as 401(k) administration, employee self-service and benefit options are all available through Complete Payroll.
- > **QuickBooks integration means no double-entry<sup>1</sup> and better insight**—Complete Payroll is the full-service payroll solution that downloads data into QuickBooks. Data can be downloaded by job, department and even by employee to give you more insight into how payroll influences your business.

### A better full-service payroll solution, for about the same or less than you're paying today

- > **Multiple, easy entry options**—Enter your payroll data from where and when it's most convenient for you. Choose from Web Entry, PC Entry, fax or phone input options.<sup>10</sup>
- > **Comprehensive reports at no additional charge**—Complete Payroll offers a comprehensive selection of 40 standard management reports at no additional charge. Reports range from labor cost distribution to benefit administration to accounting.
- > **Payday has never been easier**—Paychecks can be delivered to you, printed locally from your PC or processed electronically with Direct Deposit.
- > **Same day processing**—Print paychecks from your desktop the same day you process payroll. Now you can do payroll in one sitting and have extra time to get paychecks to your employees.
- > **Peace-of-mind**—Complete Payroll's "No Penalties"<sup>3</sup> Guarantee guarantees the accuracy and timeliness of your payroll taxes—or we'll pay any resulting tax penalties. Plus, our 100% satisfaction guarantee<sup>4</sup> ensures we're not satisfied unless you are.

From the Makers of

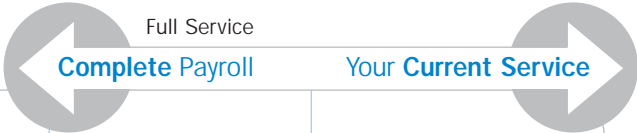
**QuickBooks**

*See how your current provider measures up to Intuit Payroll Services, Complete Payroll. Use our comparison chart on the back.*



# Complete Payroll—The better way to outsource your payroll

Dare to compare Complete Payroll—see how much more we offer



## What's Included: Standard Payroll Processing, with Electronic Tax Services and W-2s<sup>5</sup>

	Complete Payroll	Your Current Service
Employee paychecks are printed for you	●	
Print paychecks from your desktop <sup>8</sup>	●	
Enter payroll by Web, PC, phone or fax with no set call in times <sup>1,10</sup>	●	
40 standard management reports at no additional charge <sup>6</sup>	Delivered and/or Online	
Payroll data seamlessly downloads to most recent version of QuickBooks <sup>9</sup>	●	
Benefit accrual and tracking, i.e. vacation or sick time	●	
Import and export pay data from timekeeping and to accounting applications <sup>7</sup>	●	
Employee access to his/her earnings information via the Web <sup>1</sup>	●	
Employer access to employee pay & personnel data via the Web <sup>1</sup>	●	
Payroll Tax Services—Electronic	●	
“No Penalties” Guarantee—accurate, timely compliance of payroll tax regulations <sup>3</sup>	●	
Federal, state and local payroll tax deposit and filing services	●	
W-2s printed and filed by the payroll service for your business	●	
Same day payroll processing—print paychecks from your desktop as you process payroll	●	

## Optional Services: Available for a Nominal Additional Fee

Direct Deposit of employee paychecks	●	
PayCard—payroll debit card, electronic payment method for unbanked employees <sup>1</sup>	●	
Laser check signing	●	
Processed payroll is delivered to your business next business day <sup>1</sup>	●	
Preparation and filing of state new hire reporting processed for you	●	
Reports—custom reports to meet your company’s unique needs	●	
Calculation and preparation of 3rd party checks, i.e. garnishments	●	
IQ* Report Writer software for PC Entry clients who desire to create their own reports	●	
Forms 1099 MISC for contractors and vendors	●	
Value-added employee benefits, timekeeping services, and more <sup>1</sup>	●	

Pricing for the Standard Payroll Processing, which includes Electronic Tax Service and W-2s <sup>5</sup>	Monthly Fee	Monthly Fee
5 Employees paid bi-weekly	\$64.05	
10 Employees paid bi-weekly	\$88.05	
20 Employees paid bi-weekly	\$124.91	
50 Employees paid bi-weekly	\$203.14	

For a quick quote or to sign-up, please visit our website at <http://www.payroll.com/complete> and select 'Get a quote online'

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1 Subject to availability.  
 2 Internet access required. Service subject to occasional downtimes for systems and servers maintenance.  
 3 If the data you provide is accurate, on time and your account is sufficiently funded, your payroll tax deposits and filing will be on time and accurate or we'll pay any payroll tax penalty.  
 4 If you are not 100% satisfied for any reason with our Payroll Service, you may cancel within 60 days from submission of your first payroll and we'll refund your sign-up fee and transaction fees. You must provide proof of switching to another non-Intuit outsourced payroll service prior to Intuit refunding your fees.  
 5 Complete Payroll pricing examples are based on 5, 10, 20 and 50 employees paid bi-weekly. It includes electronic tax filing services for federal and one state, W-2 and year end processing, but does not include applicable setup or software fees. Prices vary depending on the service you choose, number of employees, frequency of payroll, the number of states in which you file payroll taxes and the optional features you have selected. Prices are subject to change.  
 6 Reports include the following and many more: Payroll Cover Sheet (cash disbursed summary), Payroll Check Register, Worker's Compensation Worksheet, Labor Distribution, Benefit Accrual Reports (i.e. vacation and sick time), Issued Checks Report, Pay and Deduction Summary Reports, and many more.  
 7 Available with PC Entry input option only. PC Entry software sold separately.  
 8 Check stock not included.  
 9 A \$50 one-time set-up fee applies.  
 10 A \$2 per payroll fee applies for phone and fax entry methods.



Payroll service requires current version of QuickBooks software, FEIN, and Internet access. Fees apply for optional services. Terms, conditions, prices and features subject to change.  
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