



**MyBusinessToDo, Inc.**

**HRToDo.com**

**PayrollToDo.com**

**BenefitsToDo.com**

PRESENTING



(877) 9HR-TODO

(877) 947-8636

[Payroll@MyBusinessToDo.com](mailto:Payroll@MyBusinessToDo.com)

## Features

### Black Tree Payroll Service

HR Software Suite

Advanced Payroll Features

Total Tax Filing

Deduction Check Service

Direct Deposit

Paperless Payroll

PayCards

PTO Benefit Time Accruals

Company Check Memo

General Ledger Services

Accountant Access

Payroll Portal Access

Cafe Register

Multi State/Local Tax Filing

New Hire Reporting

W2/1099 Processing

Employee Web Access

Time & Attendance Integration

Worker's Comp Admin Reports

Quarterly Filings/Reports

400+ Standard Reports

401k Reports

Custom Exports

Custom Reports

Garnishment Payments

Client Setup and Audit

Payroll Client Training



## The Solution

Our payroll solution is state-of-the-art and includes all the bells and whistles you would expect. It is so good in fact, our clients say it is better than even the biggest payroll companies.

"We left ADP...made the switch and came over here [Black Tree] and its been great since. Everything has been done on time and in the fashion that we would expect and for a price that, from our perspective and experience with other payroll providers, can't be beat."

-James Moyes, Partner, Red Stone Advisors

"I would recommend Black Tree to any business—larger than us—or smaller than us. In the same industry or in another industry. We saved \$20,000 in payroll expenses last year by switching to Black Tree."

-Jared Allred, Manager, Service Masters

Black Tree Services, LLC

1481 E 840 N Orem, UT 84097

(866) 860-2021

info@blacktreeservices.com



## **Mission**

To eliminate the headaches and reduce the costs associated with payroll administration for our clients by offering the latest technology, personal customer service, and peace of mind.

## **Company**

We have been serving clients' payroll needs since 2002. We are headquartered in Utah where we enjoy drawing from a pool of highly skilled and friendly employees. We process hundreds of millions of dollars of payroll funds and taxes each year and growing. Our payroll is marketed and sold through your friendly and professional insurance broker or financial planner because we know you value and trust their relationship with you and would only recommend the best for your business.

## **Technology**

Our payroll platform is powered by Execupay payroll software. Execupay is SAS70II compliant--meaning all your payroll data is safeguarded using the most advanced and state-of-the-art security features. Our clients are able to access their payroll portal by internet connection using remote desktop technology. Remote desktop technology gives you all the advantages of a robust desktop software application without the hassles of installing any software on your computer.

## **Code of Ethics**

We are members of the Independent Payroll Providers Association and strictly abide by its Standards of Ethics and Business Conduct. Some of the many standards we strive daily to live by are first, do no harm by putting your best interests first. Second, we will always treat you with courtesy and dignity. Third, we will protect your company's payroll information. Fourth, we will safeguard your financial information and act diligently with our fiduciary responsibilities.

# 10 Reasons to Switch to Us

## Price

Not only are our payroll rates some of the lowest in the industry but the way we price our payroll service is straightforward, transparent, and easy to understand. You only pay a one time set up fee, a flat on-going quarterly fee, and a year-end 1099/w-2 processing fee. Process as often as you like and enjoy one flat quarterly fee!

## Service

No call center here! You are given a dedicated Payroll Specialist who will cater to your every need and give you the personalized attention you deserve.

## Total Tax Filing

We calculate, pay, and file your payroll taxes for you on the Federal, State, and Local levels at no additional cost to you. We also share liability with you—so if we goof and it results in penalties and interest we cover it.

## Integrated Time and Attendance

Our time and attendance program is fully integrated into our payroll software so no need to audit then export files to and from both systems. With us, you will be able to access, audit, and transfer time and attendance data all in the same place with one login and no files to export/import! Use web, badge, or bio-metric clocks—choose what works best for you.

## Employee Self Service Portal

Give access to paycheck history, forms, links, and other files to your employees in a secure online environment. Employees will have the ability to update their own demographic information without having to bother you to do it. The employee self service portal is fully integrated with the payroll system so any changes an employee makes to the demographic information will reflect in the payroll system automatically.

## Paperless Payroll

Welcome to the 21st century where paper is now obsolete when dealing with payroll. Our system facilitates a complete paperless payroll experience by utilizing ACH direct deposit technology to bank accounts and pay cards. Payroll reports and pay stubs are emailed in a secure manner to you and your employees automatically. No need to print anything—unless you want to. If you still need physical checks, we can set you up with on-site check printing so you can print checks right from your office! Going paperless eliminates lost or late checks and trips to the bank.

## Reports

Our payroll reporting capabilities are second to none. We give each of our clients full access to over 400 reports at no additional charge. You will even have the ability to customize reports anytime you want using the robust Crystal Report Writer. The days of paying for reports is over!

## Access

Our philosophy is to give our clients as much of the control and access to the payroll system's features and data as we have. We do this so that our clients are liberated from the hassles of having to wait for their payroll company to make changes or send them reports. Our payroll system can be accessed anywhere in the world you have an internet connection using remote desktop technology. This means you get all the advantages of a robust desktop software platform without having to install it on your computer.

## HR Features

Our HR features come standard—no need to pay more to track all employee information such as demographic, dependent, education, skills, and performance evaluations. If your company has some unique employee data tracking requirements you can customize and track them in our system. You also get an electronic file cabinet where you can upload documents such as I-9s, W-4, W-9s, etc. . . . and store them right on our system so you can access them anywhere!

## Worker's Compensation Pay As You Go Administration

Pay-as-you-go worker's compensation policies can be a hassle to administer by yourself. Our system will track all your worker's compensation data and automatically submit the reports each pay period to your insurance carrier. We are integrated with over 10 national carriers including Travelers, Zurich, AmTrust, and AIG. No additional cost to you.

## **PAYROLL SERVICE AND SYSTEM FAQ'S**

### **PAYROLL TAXES**

Q: Do you withhold and pay all of the necessary taxes to the federal and state agencies on behalf of the client?

A: Yes. All per pay period tax liabilities are withheld and deposited on the client's behalf. We process, file and pay all quarterly and year-end tax liabilities. We also produce and send all W-2/ 1099's to the client's business address at the end of the year.

Q: When do the funds for payroll and taxes come out of your clients account?

A: The total amount for payroll and all tax liabilities will be debited from the client's account the business day before check date. All of the tax liabilities will be paid with a few days to the appropriate state and federal agencies. If you want to hold on to tax liability moneys until they are paid—we can set it up so that monies are only impounded from your account at the time they are paid to the taxing authority (less common).

Q: Can we hold on to our tax liability monies in our own account until they are due?

A: Yes, however, most of our clients prefer to have the tax liabilities withdrawn the same day as payroll so they don't have to worry about accounting for the liability until it is due.

### **PAYROLL TRANSITION**

Q: Do you input all of the prior payroll data from the previous payroll service/ method or do we have to do it?

A: We will collect all of the necessary company, employee, and prior payroll information from you and input all of that data on your behalf in the set up.

### **PAID TIME OFF (PTO) AND PAYROLL DEDUCTIONS**

Q: Do you handle PTO Accruals?

A: The system automates PTO (sick, vacation time off) based on your preference. It will automatically accrue annually, per pay period, or based on the exact amount of hours the employee works. PTO totals are shown on each employee's check stub each pay period.

Q: Payroll Deductions – Is there a limit to the amount of deductions or the type of deductions?

A: No – There is no limit to either. The system can automate as many separate deductions and as many different types of deductions as necessary.

Q: Can we make one time deduction changes for one specific payroll without changing the original or normal deduction settings for each employee? Like changing the employee/ employer 401K contributions for only one payroll run?

A: Yes. This can be done in the "Payroll Details" tab. This eliminates the extra steps of changing the original settings for each employee, running and submitting the payroll, and then going back in to the change the deductions settings back to original. This can all be done in one step rather than three.

Q: Does the system automate withholdings and transactions for HSA accounts?

A: Yes. The appropriate amounts will be deducted pre-tax from the employee's check and that amount can be ACH deposited into the HSA account.

### **401K & WORKERS COMP**

Q: Does the service include 401K administration?

A: We will calculate and deduct the necessary employee and employer 401K contributions. We will automatically send a detailed contribution report to the carrier and to you as long as the carrier allows it. If the carrier allows it, we will also ACH transfer the contributions to them. If they will not accept the ACH transfer, they typically will set up an auto withdrawal from your designated business account. If for some reason the carrier will not automatically withdraw the necessary contributions from the client's account, the most the clients will need to do is send a contribution check to their 401K carrier.

Q: Does the service include a Worker's Comp Pay as You Go administration?

A: Yes, the software automates all of the necessary Worker's Comp Pay as You Go reporting to the client and the carrier as long as the carrier allows us to automatically send them the reports. We will facilitate the Worker's Comp payment automation in a similar method as the 401K automation

### **CERTIFIED PAYROLL & JOB COSTING**

Q: Do you handle Certified Payroll?

A: Yes. The system allows for unlimited amounts of different pay rates for different government jobs. The software will produce the standard, system generated federal report. Some additional data input may be required by you depending on the job.

Q: Does the service include job costing functionality?

A: Yes. The software allows for many different pay rates for many different jobs for each employee.

### **METHODS OF PAYMENT**

Q: Is Direct Deposit available?

A: Yes. Each employee can have funds distributed in up to 4 different accounts

Q: Are Pay Cards available?

A: Yes. Our Pay Cards are a MasterCard sponsored debit card that can be used anywhere other debit and credit cards are accepted.

Q: Are there any fees associated with the Pay Cards?

A: The fees are typical of most credit or debit card: \$1.50 domestic ATM withdrawal, \$.50 for online payments or transfers, \$4.00 for branch cash withdrawals, international ATM's, or replacement of a lost or stolen card, \$2.00 to have a live customer service rep make a payment on your behalf.

Q: Can I withdraw cash from my card at any bank?

A: Most banks should accept them. Banks that most conveniently accommodate Pay Card withdrawal requests are: Capital One, Wells Fargo, Chase, and Bank of America. You do not need to have an account at these banks in order to withdraw funds.

Q: Can my employees get paper checks?

A: We can help you get set up with printing capability from your payroll software to your onsite printer. (We can print and deliver checks for a fee.)

## **MISCELLANEOUS**

Q: Can we run different pay frequencies for employees in multiple departments?

A: Yes. For example an employee may get a salary every other week and a commission check at the end of each month.

Q: Can we cut unscheduled manual checks?

A: Yes.

Q: Can we run unscheduled payrolls at any time?

A: Yes

Q: Is Direct Deposit part of the service?

A: Yes it is included.

## ABOUT AUTOMATED TIMEKEEPING



### The Simple Solution

Our electronic time and attendance clock is an advanced time clock that connects to the telephone line and transmits employee punches to your payroll professionals automatically. It's the simplest alternative to laborious time card calculation.

### A Suitable System

Our electronic time and attendance service is efficient, cost-effective, and suitable for businesses of all sizes - from 1 to 1000 employees.



### TimeClock

Track employee labor via a mountable time clock.

### WebClock

Track employee time and allow employees to view their time card online.

### VoiceClock

Use the convenience of a telephone as a powerful time tracking device.

### Convenience and Accessibility

Your employees punch in and out by the swipe of a personal time card, entering a personal PIN number, through their PC (WebClock), or over the phone with VoiceClock. Your employee data is then available reliably and securely on the Web.



## Online Reporting

From the online site, you can verify and edit employee punches and see updated totals at any time. You can run payroll reports or download your file into your own payroll software.

Payroll Summary 7/17/2005 through 7/30/2005

#	Name	Total Hrs	Category	P
1	Abbott, Cassandra	79.87	Regular	
		0.34	Overtime	
2	Arnot, Josh	52.78	Regular	
3	Ashby, Erin	52.78	Regular	
4	Bailey, Donald	69.81	Regular	
5	Bellis, Janet	41.63	Regular	
		8.00	SICK	
		24.00	Vacation	
6	Behrend, Steven	40.00	Regular	
		39.00	Regular	
		0.82	Overtime	
7	Blanton, Roberts	90.00	Regular	
		8.60	Overtime	
8	Brown, Bryce			
9	Manning, Daniel			
<b>Totals</b>				

Ashby, Erin 7/17/2005 thru 7/30/2005 Dept: 03-Bar

Date	In	Out	Hours	Dept	Tips	Edit	Notes
Sun 7/17	-	-	-	-	-	-	-
Mon 7/18	5:28p	11:01p	5.55	03-BAR	50	Edt	Add
Tue 7/19	5:30p	11:03p	5.53	03-SERVER	83.25	Edt	Add
Wed 7/20	5:31p	11:01p	5.50	03-BAR	70.5	Edt	Add
Thu 7/21	7:15p	10:59p	3.73	03-BAR	52	Edt	Add
Fri 7/22	5:26p	10:50p	5.40	03-CASHIER	0	Edt	Add
Sat 7/23	-	-	-	-	-	-	-
Total hours clocked, week of 7/17 to 7/23: 25.71							
Sun 7/24	-	-	-	-	-	-	-
Mon 7/25	5:28p	10:41p	5.22	03-BAR	61	Edt	Add
Tue 7/26	5:31p	11:03p	5.53	03-BAR	40	Edt	Add
Wed 7/27	5:28p	10:41p	5.22	02-SERVER	0	Edt	Add
Thu 7/28	5:31p	11:03p	5.53	03-BAR	51	Edt	Add
Fri 7/29	5:32p	10:56p	5.57	03-CASHIER	3	Edt	Add
Sat 7/30	-	-	-	-	-	-	-
Total hours clocked, week of 7/24 to 7/30: 27.07							
<b>Totals</b>							
			52.78		410.75		
				52.78 Regular hours at \$2.00/hr: \$105.56			
				<b>Total Pay: \$105.56</b>			
				<b>Total Hours: 52.78</b>			
				<b>Total Tips: 410.75</b>			

## Multiple Locations

Our electronic time and attendance service is especially ideal if your organization has several branches or locations, because you can connect multiple clocks to the same network. Since all of your organization's clocks will dial into the same server, payroll data is combined in one place. Employees can even clock in on one clock, and out on another. Our electronic time and attendance clock is the perfect scalable solution for today's growing enterprise.

## KEY FEATURES AND BENEFITS

### Value Delivered

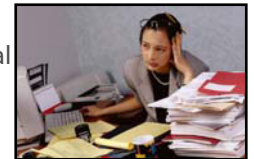
Our system was designed with everyday people in mind; it saves both time and money, because it improves payroll accuracy and eliminates the need to calculate time cards or collect data. Key benefits include:



- >> Reduce clerical work significantly
- >> Minimize employee time theft
- >> Cost-effective and competitive price
- >> Clocks include lifetime warranty
- >> Clock requires no setup - "just plug it in"
- >> Online viewing and editing
- >> Supervisor login
- >> Free daily e-mail reports
- >> No software to install
- >> Automated account settings
- >> Job costing and tip reporting
- >> Exceptional user-ease

## Reduce Manual Costs

The monthly cost of manual time card preparation is remarkably expensive. Payroll errors, employee punch approximations and payroll staff expenses create a significant expense that far outweighs the cost of today's automated timekeeping technology.







COMPLETE AND TOTAL ACCESS TO **ALL** OF YOUR PAYROLL INFORMATION WITH OVER 400 STANDARD REPORTS

#### **PAYROLL LIABILITY REPORT**

Displays total tax liabilities due for federal, state and local tax deposits including details for each tax agency/ department. Also displays your company's federal deposit frequency.

#### **PAYROLL REGISTER**

Provides an easy to read snapshot of all employees' paychecks including payroll deductions, employer contributions, pay rates, and gross to net compensation.

#### **PAYROLL REGISTER TOTALS**

A snapshot view of totals for each deduction category for the company.

#### **MEMO REPORT**

A convenient report for viewing company benefit contributions in total dollar amount for each benefit and totals for all benefits combined.

#### **SPECIAL CHECKS REGISTER**

We will automatically make the necessary payments for all taxes, garnishments, and any other arranged 3<sup>rd</sup> party vendor payments on your behalf. This report provides an overview of these payments

#### **COMPANY EARNINGS & TAX SUMMARY**

Provides quarter to date and year to date summary of total amounts paid to employees, deductions, memos (employer contributions), and taxes paid.

#### **DEPARTMENT DETAIL REPORT**

Totals for hours and compensation by department with details for each employee in each department.

#### **DIRECT DEPOSIT VOUCHER**

Each employee will automatically receive an e-mail with their check stub attached where they can view their gross to net pay, all deductions, employer contributions, and PTO balances as well as account deposit information.

#### **Custom Reports**

Need more reports? You will have access to over 400 different reports through your payroll software along with report customization capabilities.

**Current Payroll Tax Liabilities**

**\*\*\* To-Date Tax Liabilities (Please Read) \*\*\***

Basic Company Information
<b>Sample-Jake</b> 250 W Center St.- Suite 200 Provo, UT 84601
<b>Company No: 7</b>

Payroll Dates
Check Date: <b>05/20/11</b> (1) Period Start Date: (1) Period End Date:
Federal Deposit Freq.: <b>SEMI-WEEKLY</b> Federal Deposit Method: <b>Total Tax</b>

Divisional Statistics			
No. of PR Checks:	2	Total Check Net:	\$18,657.64
No. of Misc Checks:	2	Total Misc. Net:	\$230.00
No. of Tax Checks:	0		
No. of Adj. Entries:	0	Total Adj. Net:	\$0.00
No. of Void Entries:	0	Total Void Net:	\$0.00
No. of DD Vouchers:	3	Total PR Net:	\$18,887.64
<b>Total PR Gross:</b>	<b>\$27,840.00</b>		

\*\*\* START \*\*\* Division ( 0 ) Default \*\*\* START \*\*\*\*

**Federal Tax Section**

Federal Tax Deposit Liability (941)	
Federal Withholding Tax	\$4,068.70
Earned Income Credit	\$0.00
Social Security (Employer Portion)	\$1,683.30
Social Security (Employee Portion)	\$1,140.30
Medicare (Employer Portion)	\$393.68
Medicare (Employee Portion)	\$393.68
Cobra Premium Assistance Credit	\$0.00
<b>Total PR Federal 941 Liability</b>	<b>\$7,679.66</b>

Total Unpaid 941 Liability -- DUE	\$7,679.66
This amount will be withdrawn 1 day(s) before your checkdate The total withdrawal will be listed at the end of the report	
<b>Quarter / Year : 2-2011</b>	<b>Tax Type: 941</b>

Federal Unemployment Liability (940)	
Federal Unemployment Tax (FUTA)	\$192.80
<b>Total PR Federal 940 Liability</b>	<b>\$192.80</b>

**Utah Tax Section**

Utah State Withholding Liability	
State Withholding Tax (W/H)	\$1,341.18
<b>Total Utah PR WH Liability</b>	<b>\$1,341.18</b>

Total Unpaid UT State Withholding Liability -- DUE	\$1,341.18
This amount will be withdrawn 1 day(s) before your checkdate The total withdrawal will be listed at the end of the report	

Utah Unemployment Liability	
State Unemployment Tax (SUTA)	\$407.25
<b>Total UT PR SUTA Liability</b>	<b>\$407.25</b>

<b>Total Tax Deposit</b>	<b>\$9,620.89</b>
--------------------------	-------------------

<b>***** Total Bank Deposit:</b>	<b>\$28,508.53</b>
----------------------------------	--------------------

\*\*\* END \*\*\* Division ( 0 ) Default \*\*\* END \*\*\*\*

<b>Current Payroll Tax Liabilities</b>	<b>*** To-Date Tax Liabilities (Please Read) ***</b>
--	--

<b>Basic Company Information</b>
<b>Sample-Jake</b> 250 W Center St.- Suite 200 Provo, UT 84601
<b>Company No: 7</b>

<b>Payroll Dates</b>
Check Date: <b>05/20/11</b> (1) Period Start Date: (1) Period End Date:
Federal Deposit Freq.: <b>SEMI-WEEKLY</b> Federal Deposit Method: <b>Total Tax</b>

<b>Divisional Statistics</b>			
No. of PR Checks:	0	Total Check Net:	\$0.00
No. of Misc Checks:	0	Total Misc. Net:	\$0.00
No. of Tax Checks:	0		
No. of Adj. Entries:	0	Total Adj. Net:	\$0.00
No. of Void Entries:	0	Total Void Net:	\$0.00
No. of DD Vouchers:	0	Total PR Net:	\$0.00
<b>Total PR Gross:</b>	<b>\$0.00</b>		

\*\*\* START \*\*\* Division ( 9999 ) Magellan TA \*\*\* START \*\*\*\*

<b>Federal Tax Section</b>
----------------------------

<b>Federal Tax Deposit Liability (941)</b>	
Federal Withholding Tax	\$0.00
Earned Income Credit	\$0.00
Social Security (Employer Portion)	\$0.00
Social Security (Employee Portion)	\$0.00
Medicare (Employer Portion)	\$0.00
Medicare (Employee Portion)	\$0.00
Cobra Premium Assistance Credit	\$0.00
<b>Total PR Federal 941 Liability</b>	<b>\$0.00</b>
<b>Federal Unemployment Liability (940)</b>	
Federal Unemployment Tax (FUTA)	\$0.00
<b>Total PR Federal 940 Liability</b>	<b>\$0.00</b>
<b>Total Tax Deposit</b>	
	<b>\$0.00</b>

<b>\$0.00</b>
Quarter / Year : 2-2011
Tax Type: 941
***** Total Bank Deposit: \$0.00

\*\*\* END \*\*\* Division ( 9999 ) Magellan TA \*\*\* END \*\*\*\*

Employee Name (State for)			Dept.	Pays						Taxes			Deductions & Memos			Ch. No.	
Emp. No.	SSN No.	UCI		Current			Year-to-Date			Tax	Current	YTD	Deduction	Current	YTD	Type	
Pay Freq.	Tax Status			Description	Rate	Hours	Pay	Description	Hours	Amount	Description	Amount	Amount	Description	Amount	Amount	Net Pay
Division : 0 Default																	
<b>Smott, Joe M.</b>			200	0-Regular Pay	8.00	200.00	1,600.00	0-Regular Pay	200.00	1,600.00	Federal WH	290.77	290.77				120054
<b>6</b>	*****2512	UT	200	OverTime Pay	12.00	20.00	240.00	OverTime Pay	20.00	240.00	OASDI	77.28	77.28				NORMAL
Bi-Weekly	Fed: Single	0									Medicare	26.68	26.68				
	UT Single	0									UT: State WH	92.00	92.00				
Employee Totals				<b>Totals:</b>		220.00	1,840.00	Total YTD:	220.00	1,840.00		486.73					1,353.27
<b>Williams, Bridger R.</b>			199	0-Regular Pay			20.00	0-Regular Pay	235.00	4,857.50	Federal WH	323.85	728.37	6-401k % GR	50.00	100.00	120056
<b>57</b>	*****6541	UT	199	0-Regular Pay	20.50	160.00	3,280.00	2-Commissions	75.00	787.50	OASDI	138.60	237.09				NORMAL
Bi-Weekly	Fed: Married	4									Medicare	47.85	81.85	M3-ER Vision	20.00	40.00	
	UT Married	4									UT: State WH	162.10	276.85				
Employee Totals				<b>Totals:</b>		160.00	3,300.00	Total YTD:	310.00	5,645.00		672.40			70.00		2,577.60
<b>Kennedy, John F.</b>			199	0-Regular Pay	17.00		10,000.00	0-Regular Pay		10,000.00	Federal WH	1,854.54	1,854.54	6-401k % GR	502.50	502.50	200010
<b>3</b>	*****5678	UT	199	4-Bonus	0.00		50.00	4-Bonus		50.00	OASDI	422.10	422.10	M1-ER Health	250.00	250.00	DD
Bi-Weekly	Fed: Married	7									Medicare	145.73	145.73	M8-ER 401k	301.50	301.50	
	UT Married	7									UT: State WH	502.38	502.38				
Employee Totals				<b>Totals:</b>			10,050.00	Total YTD:		10,050.00		2,924.75			1,054.00		6,622.75
<b>Lincoln, Abraham</b>			199	0-Regular Pay			6,500.00	0-Regular Pay		6,500.00	Federal WH	779.79	779.79	1-Heath	250.00	250.00	200011
<b>1</b>	*****5371	UT									OASDI	259.77	259.77	2-Dental	50.00	50.00	DD
Semi-Monthly	Fed: Married	6									Medicare	89.68	89.68	3-Vision	15.00	15.00	
	UT Married	6									UT: State WH	283.25	283.25	6-401k % GR	520.00	520.00	
Employee Totals				<b>Totals:</b>			6,500.00	Total YTD:		6,500.00		1,412.49			1,207.50		4,252.51
<b>Washington, George</b>			199	2-Commissions	0.00		100.00	0-Regular Pay		6,050.00	Federal WH	819.75	819.75	1-Heath	275.00	550.00	200012
<b>2</b>	*****1122	UT	200	0-Regular Pay			6,000.00	2-Commissions	10.00	430.00	OASDI	242.55	244.86	2-Dental	100.00	200.00	DD
Bi-Weekly	Fed: Married	6	200	4-Bonus	0.00		50.00	4-Bonus		100.00	Medicare	83.74	84.54	6-401k % GR	246.00	263.20	
	UT Married	6									UT: State WH	301.45	301.45	9-Child Support	230.00	460.00	
Employee Totals				<b>Totals:</b>			6,150.00	Total YTD:	10.00	6,580.00		1,447.49			1,126.00		3,851.51

Pay and Deduction Descriptions	Current Payroll		Month to Date		Quarter to Date		Year to Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
<b>Overall Company Totals</b>								
<b>Pays:</b>								
Regular Pay	360.00	27,400.00	360.00	27,400.00	435.00	28,957.50	435.00	29,007.50
OverTime Pay	20.00	240.00	20.00	240.00	20.00	240.00	20.00	240.00
2-Commissions	0.00	100.00	0.00	100.00	75.00	887.50	85.00	1,217.50
4-Bonus	0.00	100.00	0.00	100.00	0.00	100.00	0.00	150.00
<b>Total Gross Pay</b>	<b>380.00</b>	<b>27,840.00</b>	<b>380.00</b>	<b>27,840.00</b>	<b>530.00</b>	<b>30,185.00</b>	<b>540.00</b>	<b>30,615.00</b>
<b>Federal Tax Deductions:</b>								
Federal Withholding (W/H)	0.00	4,068.70	0.00	4,068.70	0.00	4,473.22	0.00	4,473.22
Medicare	0.00	393.68	0.00	393.68	0.00	427.68	0.00	428.48
OASDI	0.00	1,140.30	0.00	1,140.30	0.00	1,238.79	0.00	1,241.10
<b>Total Federal Tax Deduction</b>	<b>0.00</b>	<b>5,602.68</b>	<b>0.00</b>	<b>5,602.68</b>	<b>0.00</b>	<b>6,139.69</b>	<b>0.00</b>	<b>6,142.80</b>
<b>Utah Tax Deductions:</b>								
State Withholding (W/H)	0.00	1,341.18	0.00	1,341.18	0.00	1,455.93	0.00	1,455.93
<b>Total Utah Tax</b>	<b>0.00</b>	<b>1,341.18</b>	<b>0.00</b>	<b>1,341.18</b>	<b>0.00</b>	<b>1,455.93</b>	<b>0.00</b>	<b>1,455.93</b>
<b>Total State Tax:</b>	<b>0.00</b>	<b>1,341.18</b>	<b>0.00</b>	<b>1,341.18</b>	<b>0.00</b>	<b>1,455.93</b>	<b>0.00</b>	<b>1,455.93</b>
<b>Other Deductions:</b>								
1-Heath	0.00	525.00	0.00	525.00	0.00	525.00	0.00	800.00
2-Dental	0.00	150.00	0.00	150.00	0.00	150.00	0.00	250.00
3-Vision	0.00	15.00	0.00	15.00	0.00	15.00	0.00	15.00
6-401k % GR	0.00	1,318.50	0.00	1,318.50	0.00	1,368.50	0.00	1,385.70
9-Child Support Garnishment	0.00	230.00	0.00	230.00	0.00	230.00	0.00	460.00
<b>Total Other Deduction</b>	<b>0.00</b>	<b>2,238.50</b>	<b>0.00</b>	<b>2,238.50</b>	<b>0.00</b>	<b>2,288.50</b>	<b>0.00</b>	<b>2,910.70</b>
<b>Memos:</b>								
1-ER Health	0.00	500.00	0.00	500.00	0.00	500.00	0.00	750.00
2-ER Dental	0.00	50.00	0.00	50.00	0.00	50.00	0.00	50.00
3-ER Vision	0.00	60.00	0.00	60.00	0.00	80.00	0.00	105.00
4-HRA	0.00	100.00	0.00	100.00	0.00	100.00	0.00	100.00
5-Life	0.00	5.00	0.00	5.00	0.00	5.00	0.00	5.00
6-LTD	0.00	2.50	0.00	2.50	0.00	2.50	0.00	2.50
7-STD	0.00	5.00	0.00	5.00	0.00	5.00	0.00	5.00
8-ER 401k	0.00	496.50	0.00	496.50	0.00	496.50	0.00	496.50
<b>Total Memos</b>	<b>0.00</b>	<b>1,219.00</b>	<b>0.00</b>	<b>1,219.00</b>	<b>0.00</b>	<b>1,239.00</b>	<b>0.00</b>	<b>1,514.00</b>
<b>Net Pay</b>	<b>0.00</b>	<b>18,657.64</b>	<b>0.00</b>	<b>18,657.64</b>	<b>0.00</b>	<b>20,300.88</b>	<b>0.00</b>	<b>20,105.57</b>

Employee Number and Name	SSN	Current Payroll	Month-To-Date	Quarter-To-Date	Year-To-Date
<b>Memo Name: 1-ER Health</b>					
( 3 ) Kennedy, John F.	*****5678	250.00	250.00	250.00	250.00
( 1 ) Lincoln, Abraham	*****5371	0.00	0.00	0.00	0.00
( 2 ) Washington, George	*****1122	250.00	250.00	250.00	500.00
<b>1-ER Health Memo Total:</b>		<b>500.00</b>	<b>500.00</b>	<b>500.00</b>	<b>750.00</b>
<b>Memo Name: 2-ER Dental</b>					
( 1 ) Lincoln, Abraham	*****5371	50.00	50.00	50.00	50.00
<b>2-ER Dental Memo Total:</b>		<b>50.00</b>	<b>50.00</b>	<b>50.00</b>	<b>50.00</b>
<b>Memo Name: 3-ER Vision</b>					
( 1 ) Lincoln, Abraham	*****5371	15.00	15.00	15.00	15.00
( 2 ) Washington, George	*****1122	25.00	25.00	25.00	50.00
( 57 ) Williams, Bridger R.	*****6541	20.00	20.00	40.00	40.00
<b>3-ER Vision Memo Total:</b>		<b>60.00</b>	<b>60.00</b>	<b>80.00</b>	<b>105.00</b>
<b>Memo Name: 4-HRA</b>					
( 1 ) Lincoln, Abraham	*****5371	100.00	100.00	100.00	100.00
<b>4-HRA Memo Total:</b>		<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>
<b>Memo Name: 5-Life</b>					
( 1 ) Lincoln, Abraham	*****5371	5.00	5.00	5.00	5.00
<b>5-Life Memo Total:</b>		<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>Memo Name: 6-LTD</b>					
( 1 ) Lincoln, Abraham	*****5371	2.50	2.50	2.50	2.50
<b>6-LTD Memo Total:</b>		<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>
<b>Memo Name: 7-STD</b>					
( 1 ) Lincoln, Abraham	*****5371	5.00	5.00	5.00	5.00
<b>7-STD Memo Total:</b>		<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>Memo Name: 8-ER 401k</b>					
( 3 ) Kennedy, John F.	*****5678	301.50	301.50	301.50	301.50
( 1 ) Lincoln, Abraham	*****5371	195.00	195.00	195.00	195.00
( 2 ) Washington, George	*****1122	0.00	0.00	0.00	0.00
<b>8-ER 401k Memo Total:</b>		<b>496.50</b>	<b>496.50</b>	<b>496.50</b>	<b>496.50</b>
<b>Total Company Memos:</b>		<b>1,219.00</b>	<b>1,219.00</b>	<b>1,239.00</b>	<b>1,514.00</b>

<b>Pay Period:</b> Bi-Weekly -	Semi-Monthly 05/01/11 - 05/15/11	<b>Check Date:</b> 05/20/11
<b>Co. No:</b> 7 Sample-Jake	<b>MEMO REPORT</b>	<b>Payroll Number:</b> 9 <b>Page</b> E - 1
		:

Check Type	Payee Name	Employee Number	Deduction	Check No.	Amount
	Check Date	Employee Name			
<b>Division :</b> 0      Default					
Employee Deduction Check	Office of Recovery Services	2	9-Child Support Garnishment	120055	
	05/20/2011 12.00.00 AM	Washington, George			\$230.00
<b>Memo:</b>	**** Case Number 999555999 ****				
Total Tax Impound Check	Magellan, Inc.			120057	
	05/20/2011 12.00.00 AM				\$9,620.89
<b>Memo:</b>	N/A				
				<b>Total Div Amount:</b>	\$9,850.89
				<b>Grand Total:</b>	\$9,850.89

Basic Company Information
<b>Sample-Jake</b> 250 W Center St.- Suite 200 Provo, UT 84601
<b>Company No: 7</b>

Company Quarterly Statistics	
Total Hired:	0
Total Terminated:	0
Total Employees Paid:	5

Item Description	QTD Amt.	YTD Amt.	Item Description	QTD Amt.	YTD Amt.	Item Description	QTD Amt.	YTD Amt.
<b>Gross Earnings</b>			<b>Taxables / Taxes</b>					
Gross Earnings	30,185.00	30,615.00	<b>Federal</b>					
<b>Pays</b>			Federal Withholding Taxable	28,126.50	28,164.30			
Regular Pay	28,957.50	29,007.50	Federal Withholding Tax (W/H)	4,473.22	4,473.22			
Overtime Pay	240.00	240.00	OASDI Taxable	29,495.00	29,550.00			
2-Commissions	887.50	1,217.50	OASDI Withheld (EE)	1,238.79	1,241.10			
4-Bonus	100.00	150.00	OASDI Withheld (ER)	1,828.69	1,832.10			
<b>Deductions</b>			Medicare Taxable	29,495.00	29,550.00			
1-Heath	525.00	800.00	Medicare Withheld (EE)	427.68	428.48			
2-Dental	150.00	250.00	Medicare Withheld (ER)	427.68	428.48			
3-Vision	15.00	15.00	FUTA Taxable	26,445.00	26,500.00			
6-401k % GR	1,368.50	1,385.70	FUTA Tax	211.56	212.00			
9-Child Support Garnishment	230.00	460.00	<b>Utah</b>					
<b>Memos</b>			State Withholding Taxable	28,126.50	28,164.30			
1-ER Health	500.00	750.00	State Withholding Tax (W/H)	1,455.93	1,455.93			
2-ER Dental	50.00	50.00	State Unemployment Gross	30,185.00	30,615.00			
3-ER Vision	80.00	105.00	SUTA Taxable	29,495.00	29,550.00			
4-HRA	100.00	100.00	State Unemployment Tax (SUTA)	442.43	443.26			
5-Life	5.00	5.00	<b>Nets</b>					
6-LTD	2.50	2.50	Total Check Net	20,300.88	20,105.57			
7-STD	5.00	5.00	Special Check Net	10,735.98	10,974.57			
8-ER 401k	496.50	496.50						

Run Date: 05-20-2011

Reporting 2 - 2011  
Quarter:

Co. No: 7 Sample-Jake

**COMPANY EARNINGS & TAX SUMMARY**

Page 1

:



Pay Descriptions	Current Payroll		Month to Date		Quarter to Date		Year to Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Division: 0	Default							
Department: 199	Adminstration							
Employee: 3	Kennedy, John F.							
Regular Pay	0.00	10,000.00	0.00	10,000.00	0.00	10,000.00	0.00	10,000.00
4-Bonus	0.00	50.00	0.00	50.00	0.00	50.00	0.00	50.00
<b>Employee Gross Pay</b>	<b>0.00</b>	<b>10,050.00</b>	<b>0.00</b>	<b>10,050.00</b>	<b>0.00</b>	<b>10,050.00</b>	<b>0.00</b>	<b>10,050.00</b>
Employee: 1	Lincoln, Abraham							
Regular Pay	0.00	6,500.00	0.00	6,500.00	0.00	6,500.00	0.00	6,500.00
<b>Employee Gross Pay</b>	<b>0.00</b>	<b>6,500.00</b>	<b>0.00</b>	<b>6,500.00</b>	<b>0.00</b>	<b>6,500.00</b>	<b>0.00</b>	<b>6,500.00</b>
Employee: 2	Washington, George							
2-Commissions	0.00	100.00	0.00	100.00	0.00	100.00	0.00	200.00
<b>Employee Gross Pay</b>	<b>0.00</b>	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	<b>0.00</b>	<b>200.00</b>
Employee: 57	Williams, Bridger R.							
Regular Pay	160.00	3,300.00	160.00	3,300.00	235.00	4,857.50	235.00	4,857.50
2-Commissions	0.00	0.00	0.00	0.00	75.00	787.50	75.00	787.50
<b>Employee Gross Pay</b>	<b>160.00</b>	<b>3,300.00</b>	<b>160.00</b>	<b>3,300.00</b>	<b>310.00</b>	<b>5,645.00</b>	<b>310.00</b>	<b>5,645.00</b>
<b>Department Gross Pay</b>	<b>160.00</b>	<b>19,950.00</b>	<b>160.00</b>	<b>19,950.00</b>	<b>310.00</b>	<b>22,295.00</b>	<b>310.00</b>	<b>22,395.00</b>
Department: 200	Labor							
Employee: 6	Smott, Joe M.							
Regular Pay	200.00	1,600.00	200.00	1,600.00	200.00	1,600.00	200.00	1,600.00
OverTime Pay	20.00	240.00	20.00	240.00	20.00	240.00	20.00	240.00
<b>Employee Gross Pay</b>	<b>220.00</b>	<b>1,840.00</b>	<b>220.00</b>	<b>1,840.00</b>	<b>220.00</b>	<b>1,840.00</b>	<b>220.00</b>	<b>1,840.00</b>
Employee: 2	Washington, George							
Regular Pay	0.00	6,000.00	0.00	6,000.00	0.00	6,000.00	0.00	6,050.00
2-Commissions	0.00	0.00	0.00	0.00	0.00	0.00	10.00	230.00
4-Bonus	0.00	50.00	0.00	50.00	0.00	50.00	0.00	100.00
<b>Employee Gross Pay</b>	<b>0.00</b>	<b>6,050.00</b>	<b>0.00</b>	<b>6,050.00</b>	<b>0.00</b>	<b>6,050.00</b>	<b>10.00</b>	<b>6,380.00</b>
<b>Department Gross Pay</b>	<b>220.00</b>	<b>7,890.00</b>	<b>220.00</b>	<b>7,890.00</b>	<b>220.00</b>	<b>7,890.00</b>	<b>230.00</b>	<b>8,220.00</b>
<b>Division Gross Pay</b>	<b>380.00</b>	<b>27,840.00</b>	<b>380.00</b>	<b>27,840.00</b>	<b>530.00</b>	<b>30,185.00</b>	<b>540.00</b>	<b>30,615.00</b>
<b>Total Gross Pay</b>	<b>380.00</b>	<b>27,840.00</b>	<b>380.00</b>	<b>27,840.00</b>	<b>530.00</b>	<b>30,185.00</b>	<b>540.00</b>	<b>30,615.00</b>

Sample-Jake  
 250 W Center St.- Suite 200  
 Provo, UT 84601  
 (801) 373-2246

Check Date	Reference No.
05/20/2011	2000010

Amount
\$6,622.75

## Direct Deposit Voucher

Payee **John F. Kennedy**  
 123 Kennedy Drive  
 Provo, UT 84604  
 Div: 0 / Dept: 199

**Non-Negotiable**

05/19/20 6:09:13 P

*Fold Here*

<b>Company Name</b> Sample-Jake										Processed By Magellan, Inc.			
<b>Employee Name</b> John F. Kennedy										State for UCI UT			
<b>Company No.</b>	7	<b>Payroll No.</b>	9	<b>Pay Frequency</b>	Bi-Weekly		<b>Tax Status</b>	<b>Depts</b>	<b>Xtr/Fxd Flat</b>	<b>Xtr/Fxd %</b>			
<b>Employee No.</b>	3	<b>Division No.</b>	0	<b>Start Date</b>		<b>Federal</b>	Married	7					
<b>SSN No.</b>	*****5678	<b>Home Dept. No.</b>	199	<b>End Date</b>		<b>(W) UT</b>	Married	7	25.00				
<b>Check No.</b>	2000010	<b>Net Pay</b>	6,622.75	<b>Check Date</b>	05/20/2011	<b>(R)</b>							
<b>Dept. No.</b>	<b>Pays</b>						<b>Taxes</b>			<b>Deductions &amp; Memos</b>			
	<b>Current</b>			<b>Year-to-Date</b>			<b>Tax Description</b>	<b>Current Amount</b>	<b>YTD Amount</b>	<b>Deduction Description</b>	<b>Current Amount</b>	<b>YTD Amount</b>	
	<b>Description</b>	<b>Rate</b>	<b>Hours</b>	<b>Pay</b>	<b>Description</b>	<b>Hours</b>	<b>Amount</b>						
199	0-Regular Pay	17.0000		10,000.00	0-Regular Pay		10,000.00	Federal WH	1,854.54	1,854.54	6-401k % GR	502.50	502.50
199	4-Bonus	0.0000		50.00	4-Bonus		50.00	OASDI	422.10	422.10	M1-ER Health	250.00	250.00
								Medicare	145.73	145.73	M8-ER 401k	301.50	301.50
								UT: State WH	502.38	502.38			
<b>Employee Totals</b>				10,050.00	<b>Total YTD:</b>		10,050.00		2,924.75			1,054.00	

<b>Available Leave Totals:</b>	<b>Sick Hours</b>	<b>Vacation Hours</b>	<b>Personal Hours</b>
--------------------------------	-------------------	-----------------------	-----------------------

**Company Memo:**

This dialog

**Private Memo:**

Account Type	Bank Routing No.	Bank Account No.	Amount Deposited
Checking	*****9999	*****2333	50.00
Checking	*****8888	*****2111	6,572.75

Sample-Jake  
 250 W Center St.- Suite 200  
 Provo, UT 84601  
 (801) 373-2246

Check Date	Reference No.
05/20/2011	2000011

Amount
\$4,252.51

## Direct Deposit Voucher

Payee  
 Abraham Lincoln  
 1234 Lincoln Drive  
 Provo, UT 84604  
 Div: 0 / Dept: 199

**Non-Negotiable** 05/19/20 6:09:13 P

*Fold Here*

Company Name <b>Sample-Jake</b>										Processed By Magellan, Inc.			
Employee Name <b>Abraham Lincoln</b>										State for UCI <b>UT</b>			
Company No.	7	Payroll No.	9	Pay Frequency	Semi-Monthly		Tax Status	Depts	Xtr/Fxd Flat	Xtr/Fxd %			
Employee No.	1	Division No.	0	Start Date	05/01/2011	Federal	Married	6					
SSN No.	*****5371	Home Dept. No.	199	End Date	05/15/2011	(W) UT	Married	6					
Check No.	2000011	Net Pay	4,252.51	Check Date	05/20/2011	(R)							
Dept. No.	Pays				Year-to-Date			Taxes			Deductions & Memos		
	Description	Rate	Hours	Pay	Description	Hours	Amount	Description	Current Amount	YTD Amount	Description	Current Amount	YTD Amount
199	0-Regular Pay			6,500.00	0-Regular Pay		6,500.00	Federal WH	779.79	779.79	1-Heath	250.00	250.00
								OASDI	259.77	259.77	2-Dental	50.00	50.00
								Medicare	89.68	89.68	3-Vision	15.00	15.00
								UT: State WH	283.25	283.25	6-401k % GR	520.00	520.00
											M2-ER Dental	50.00	50.00
											M3-ER Vision	15.00	15.00
											M4-HRA	100.00	100.00
											M5-Life	5.00	5.00
											M6-LTD	2.50	2.50
											M7-STD	5.00	5.00
											M8-ER 401k	195.00	195.00
<b>Employee Totals</b>				6,500.00	<b>Total YTD:</b>				1,412.49			1,207.50	

Available Leave Totals:	Sick Hours	Vacation Hours	Personal Hours
-------------------------	------------	----------------	----------------

Company Memo:  
 This dialog

Private Memo:  
 Abraham's Check

Account Type	Bank Routing No.	Bank Account No.	Amount Deposited
Checking	****6748	****6789	4,252.51

Sample-Jake  
 250 W Center St.- Suite 200  
 Provo, UT 84601  
 (801) 373-2246

Check Date	Reference No.
05/20/2011	2000012

Amount
\$3,851.51

## Direct Deposit Voucher

Payee **George Washington**  
 321 Street  
 Georgetown, UT 84604  
 Div: 0 / Dept: 200

**Non-Negotiable** 05/19/20 6:09:13 P

*Fold Here*

Company Name <b>Sample-Jake</b>										Processed By Magellan, Inc.			
Employee Name <b>George Washington</b>										State for UCI <b>UT</b>			
Company No.	7	Payroll No.	9	Pay Frequency	Bi-Weekly		Tax Status	Depts	Xtr/Fxd Flat	Xtr/Fxd %			
Employee No.	2	Division No.	0	Start Date		Federal	Married	6	25.00				
SSN No.	*****1122	Home Dept. No.	200	End Date		(W) UT	Married	6	25.00				
Check No.	2000012	Net Pay	3,851.51	Check Date	05/20/2011	(R)							
Dept. No.	Pays			Year-to-Date			Taxes			Deductions & Memos			
	Description	Rate	Hours	Description	Hours	Amount	Description	Current Amount	YTD Amount	Description	Current Amount	YTD Amount	
199	2-Commissions	0.0000		0-Regular Pay		6,050.00	Federal WH	819.75	819.75	1-Health	275.00	550.00	
200	0-Regular Pay			2-Commissions	10.00	430.00	OASDI	242.55	244.86	2-Dental	100.00	200.00	
200	4-Bonus	0.0000		4-Bonus		100.00	Medicare	83.74	84.54	6-401k % GR	246.00	263.20	
							UT: State WH	301.45	301.45	9-Child Support Gami	230.00	460.00	
										M1-ER Health	250.00	500.00	
										M3-ER Vision	25.00	50.00	
<b>Employee Totals</b>			6,150.00	<b>Total YTD:</b>	10.00	6,580.00		1,447.49			1,126.00		

Available Leave Totals:	Sick Hours	Vacation Hours	Personal Hours
-------------------------	------------	----------------	----------------

Company Memo:  
 This dialog

Private Memo:  
 George, don't forget to turn hours in on time! Sample

Account Type	Bank Routing No.	Bank Account No.	Amount Deposited
Savings	****6789	***11	50.00
Checking	****6789	***12	1,900.75
Checking	****6788	***14	1,900.76