

Unified Services

Your Tax & Payroll Specialists
PO Box 1400 Surprise, AZ 85378
(623)-583-0113 Fax (623)-583-4451
Lennyletcher.com

Our second choice of payroll services offered through Unified Services is Third-Party Payroll; which is a system where your employees continue to be your employees and are not leased to our PEO company Unified Services I, Inc. With Third-Party your company continues to be under your umbrella concerning workmen's compensation and all tax liability; but, we process payroll for your company based on the hours reported to us on a weekly or biweekly basis.

Third-Party Payroll Base Rate includes the services of:

- ❖ Quarterly and Annual Reports along with 941 Deposits.
- ❖ Direct Deposit

Initial Base Rate Per Employees:	Weekly Payroll	Bi-Weekly Payroll	Monthly Payroll *OWNER ONLY OPTION*
0-10 employees:	\$25.30	\$39.60	\$60.00
11-20 employees:	\$35.60	\$49.60	
21-30 employees:	\$48.40	\$59.60	
31-40 employees:	\$64.30	\$74.20	
41-50 employees:	\$78.30	\$89.60	
Per Check Issued	\$1.00	\$1.50	
No Payroll Fee	\$25.00	\$25.00	\$45.00

One-time Fees:

- ❖ Business Account Set Up Fee: \$125.00
- ❖ Additional New employee set-up: \$12 for Weekly/ \$15.00 for Bi-Weekly/ \$17.00 for Monthly/each for new hires
- ❖ Cancellation of Payroll Services TBD based off if year end reporting is still required

Additional charges concerning Third-Party Payroll are the following:

- ❖ Reverse/Corrected Payroll due to client error: \$35.00 Plus any additional Fees
- ❖ Bounced Tax Collection: \$100.00 / Bounced Payroll \$150.00
- ❖ Year End W-2's issued: Base fee is \$25 with \$4.50/each employee W2

If any questions arise then feel free to call us at (623)-583-0113 or send us an email at unifiedservices@azatwork.com.