

SAY GOODBYE TO PAYROLL HASSLES

Now you can trust your payroll is in good hands. There's nothing better than personal attention from a trusted advisor who knows your business.

No more IRS penalties!

- Did you know that each year, 1 out of 3 small businesses pays a penalty to the IRS?
- With our payroll service, you'll never miss a deadline or pay the wrong amount.

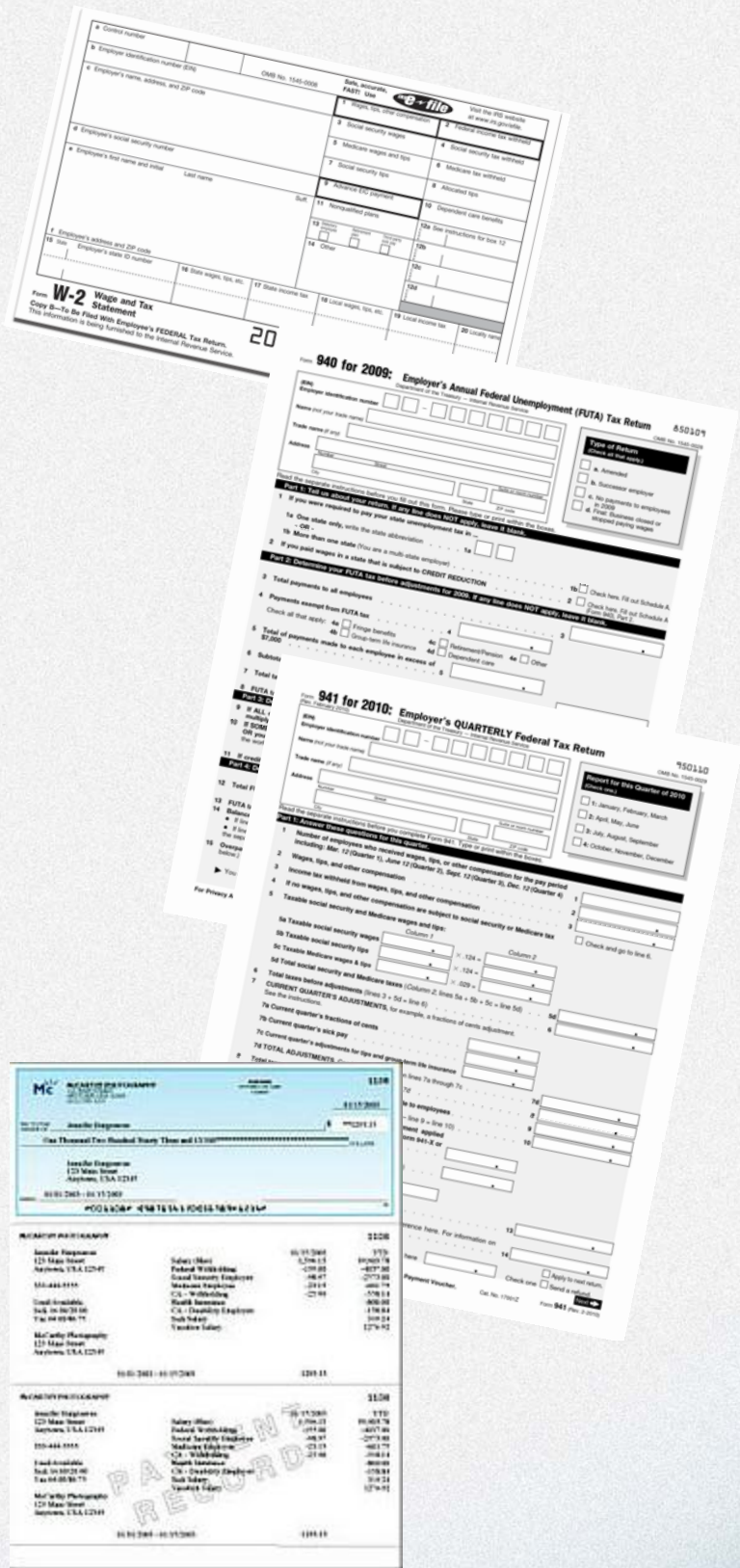
Accurate payroll you can count on

- All of your payroll information will be maintained and available: employee records, past pay stubs, tax filings, and records of tax payments.
- Paychecks can be electronically deposited into your employee bank accounts with our Direct Deposit service. No more trips to the bank. We also provide professional pay stubs detailing the current as well as year-to-date withholdings, vacation, and sick time.

A service you and your employees can rely on

- Paychecks can be electronically deposited into employee bank accounts with our Direct Deposit service. Your employees will appreciate Direct Deposit. No more trips to the bank. We also provide professional pay stubs detailing the current as well as year-to-date withholdings, vacation, and sick time.
- All common pay types are supported.
- Voluntary deductions are also handled, such as insurance, retirement plans, and many others.

303.600.8007
www.discoveryaccounting.com
 PO BOX 621362 Littleton, CO 80162



FAQ'S

What do I need to get started?

All we need is your company and employee information and payroll history (if any) for this year. Call us to schedule and appointment to discuss your payroll requirements.

Can I switch payroll providers mid-year?

Yes, we can start your payroll any time as long as you have records of your payroll history.

Do employees get online access to their pay stubs?

Absolutely. Your employees can also access their pay stubs securely online at Paycheck-Records.com, 24 hours a day, 7 days a week.

Can I import payroll information to my accounting software?

Yes, we can help you import your payroll data into accounting software such as Yes, we can help you import payroll data into accounting software such as QuickBooks®, QuickBooks Online Edition, QuickBooks for Mac, Peachtree®, ATX Client Write-Up™, TaxWise Client Write-Up™, CCH Pro System fx®, Write-Up, and Microsoft® Money so that all information is in one place.

How will I stay on top of my payroll details?

We provide you with a variety of reports that will allow you to remain informed and in control of your payroll.

Accurate Paydays

- Guaranteed accurate federal, state, and local tax calculations
- Direct deposit
- Professional paychecks and pay stubs
- Secure online employee access to pay stubs
- Payments to independent contractors
- Wage garnishments
- Vacation and sick pay tracking
- Pay types: salary, hourly wages, multiple pay rates, bonuses, cash tips, paycheck tips, expense reimbursements, allowances, holiday, and more
- Voluntary deductions: taxable and pre-tax premiums for medical dental, and vision; retirement plans; flexible spending accounts; dependent and medical care; cash advance and loan repayments, and more

Federal Tax Deposits and Filings

- Quarterly and year-end filings
- W-2's
- W-4's, I-9's and employer registration forms

State Tax Deposits and Filings

- Quarterly and year-end filings
- Multi-state tax payments and filings
- New hire reporting
- Employer registration forms

Accounting Software Integration

- Payroll data integration available for QuickBooks®, QuickBooks Online Edition, QuickBooks for Mac, Peachtree®, ATX Client Write-Up™, TaxWise Client Write-Up™, CCH Pro System fx®, Write-Up, and Microsoft® Money so that all information is in one place.

Detailed, Insightful Reports

- Employer reports: Tax Liability, Tax and Wage Summary, Total Pay, Tax Payments, Workers' Compensation, Vacation and Sick Leave, Billing Summary, Total Cost, Retirement Plan
- Employee reports: Payroll Summary, Payroll Details, Deductions, Last Paychecks, Employee Details