



MYPAY SOLUTIONS®

WE MAKE PAYROLL EASY



THOMSON REUTERS

21ST CENTURY PAYROLL, PERSONAL SERVICE



As a business owner, time is one of your most valuable assets. And time spent handling payroll is time lost on managing and growing your business. Add in concerns over tax filings and keeping abreast of ever-changing tax laws, and the task of handling payroll can become a real distraction from your business.

myPay Solutions is a **comprehensive payroll service** designed for small and medium sized businesses that want to simplify payroll processing and value personal service. Combining the perfect blend of the latest technology with friendly, knowledgeable payroll processors, we provide you with an ultra-easy solution. With myPay Solutions personalized service, you will experience:

- Comprehensive payroll processing and personalized service from a dedicated payroll specialist.
- Convenient, 24/7 access to our online services.
- Accurate, on-time tax filings—guaranteed.
- Simple, straightforward pricing.
- Easy access to a full array of additional services.

We partner with your accountant to ensure accuracy and to thoroughly understand your payroll needs. Your employees will enjoy the **convenient and flexible** services we offer, and you can rest assured knowing that you will be in full compliance with all regulatory requirements.

"Payroll processing is time consuming and not much fun. When we learned about myPay Solutions' ease-of-use and low cost, we were sold. Now we don't worry about filing payroll taxes on time, or submitting new hire reports—myPay Solutions does it all! The staff is extremely helpful, even when my call starts with, 'Help!' Thanks for the great service."

-Susie Douglas; Corona, CA

With myPay Solutions, you can **eliminate the worrisome, time-consuming, and tedious task of payroll processing** and have more time to do the things you should be doing—managing and growing your business!



"I'm glad my accountant referred me to myPay Solutions; it has made my payroll processing simple and easy. Now, quarterly taxes are a stress-free experience. I can access my payroll through my email and it's done in less than two minutes. And I can complete signing up a new employee in less than a day. The last thing I want to worry about is checking payroll when I have a full schedule and emergencies."

-Preet Clair, DDS; Denver, CO

ENJOY THE LARGE COMPANY FEATURES WITH SMALL COMPANY SERVICE

All backed by Thomson Reuters, myPay Solutions is a comprehensive, full service payroll offering. Whether you need to process a two-person payroll in a single location or a 200 person payroll covering multiple taxing jurisdictions, you can leave your payroll hassles behind and be assured knowing that your payroll is being handled by professionals. Best of all, you receive support from a dedicated payroll professional that will ensure all your questions get answered, a specialist who is knowledgeable and familiar with your account. The combination of easy online payroll data entry and personal service makes myPay Solutions a unique alternative to large payroll processing service centers.

PAYROLL PROCESSING WITH A PERSONAL TOUCH

At myPay Solutions, you can expect service with a personal touch because we assign a specific processor to each account. Your processor will come to know your company and your payroll. And in turn, you will know your processor's name, and will have your processor's individual telephone extension and email address. Whenever you have any questions or issues with your payroll, you can contact your processor directly. No more dealing with impersonal call centers.

The Online Payroll Data Entry screen guides you through the input process with ease.

TAKE ADVANTAGE OF THE CONVENIENCE AND FLEXIBILITY OF ONLINE SERVICES

At myPay Solutions, we take full advantage of the speed and convenience of the web while maintaining the utmost security with private client portals. Our online payroll services, available 24/7, offer the ultimate in convenience.

Through your individualized, secure, private portals, you can enter information online anytime—anywhere that you have Internet access.

Enjoy the freedom to do payroll anytime that is convenient for you. Simply receive PDF checks through your portal—print your own checks—save time and money and eliminate worries about delivery delays.

Web Employee provides your employees with access to a full range of payroll information through their own personal, secure, password-protected portals.

WEB EMPLOYEE—EXTEND THE CONVENIENCE

Offer your employees the same 24/7 convenience. With Web Employee, you can give your employees access to their payroll information online through a private, secure web portal. With this easy-to-use, cost-effective service employees can:

- See electronic copies of their check stubs
- Enter time, anytime, at their convenience
- View electronic copies of their W-2s
- Edit or get copies of their W-4 information

Employees love the convenience and flexibility of this service and always knowing where their most up-to-date information is stored. And, they'll no longer need to ask you to print additional copies.



"The best part about myPay Solutions is definitely the personal contact with my payroll representative. If I make a mistake in something, she safeguards my account by being on top of things and fixing it for me. In addition, things are handled quickly and accurately and I have peace of mind knowing that my payroll will be taken care of without worry."

- Cindy Frazier; Michigan



WORRY-FREE TAX AND COMPLIANCE SERVICE

With myPay Solutions, you'll no longer have to worry about:

- Ever changing tax laws
- Tax deadlines that occur at inconvenient times
- Increasing penalties for non-compliance

You can rest assured that your taxes will be filed accurately and on-time.

And if the IRS or your local tax agency should ever contact you, our tax experts will handle the matter for you.



MYPAY SOLUTIONS—SIMPLE, EASY TO UNDERSTAND PRICING

Our payroll packages are designed to fit your payroll service needs. We have bundled everything you need into a single product at a simple, all-inclusive, and competitive price—there will be no “nickel and diming” for every add-on as with some companies.

MYPAY SOLUTIONS SERVICE INCLUDES

- General Processing Services:
 - Secure Web Portal Batch Data Entry
 - Secure Web Portal Remote Check Printing
- Federal Tax Filing Service and One State Tax Filing
- Direct Deposit
- Electronic Journal Entry for CS Professional Suite® Accounting or QuickBooks® Software
- myPay Solutions Payroll Web Portal Orientation
- Employee Changes
- New Hire Reporting
- Employee Self Service:
 - Employee Secure Web Portal Self Entry
 - Online Pay Stubs and W-2s
- Digitized Signature
- Digital Logo Added to Checks

PLUS — UP TO 16 REPORTS EVERY PAYROLL

STANDARD REPORTS PROVIDED WITH EVERY PAYROLL:

- Cash Requirements and Deposits Report
- Condensed Payroll Journal Entry
- Depository Totals Report
- Check Register
- Earnings Report
- Payroll Tax Summary

OPTIONAL REPORTS ARE AVAILABLE BY REQUEST AT NO ADDITIONAL COST:

- 8846 Worksheet
- Accruable Benefits Report
- Deduction Register
- Employee Check Record
- Employee Listing
- Journal Entry Report
- Local Withholding Worksheet
- Premium Earnings Report
- Tip Analysis Report
- Premium Earnings Report

RECOMMENDED ADDITIONAL SERVICES

Choose from a comprehensive array of additional payroll related services. We have partnered with several industry leaders so that you can be assured of high quality solutions to meet your needs.

Pay-as-you-go Workers' Compensation—Eliminate the need for large annual or semi-annual premium payments and the worry of unpredictable end-of-year audits. Enjoy the predictability and improved cash flow as your workers' compensation premium is calculated properly with each payroll run. Choose between Cennairus, a specialized insurance brokerage firm, or the Hartford's Payroll Alliances Center, offering an integrated Pay-as-you-go Workers' Compensation premium payment solution.

401(k) Retirement Contribution Opportunities—This web-based retirement plan solution, The Online 401(k), gives small business owners an easy and affordable way to offer employees a 401(k) plan benefit, can help you introduce a profitable new source of revenue, and increase client retention.

Payroll Debit Cards—The paycard system was designed to help companies lower costs associated with issuing checks and to provide a much-needed benefit for valued employees that don't have checking accounts. It's estimated that as much as 15-20% of the total workforce in the U.S. don't have a bank account. This affordable way to pay your employees or affiliates via direct deposit, from PayPartners or rapid! PayCard, will help lower costs associated with issuing checks and will provide a much-needed benefit for valued employees.

Paper Checks—For those that prefer more traditional payroll, you can choose between myPay Solutions printing and delivering paper checks. Checks are issued on high quality self-sealing stock and custom logos and signatures can be incorporated to help support your unique identity. Or you can purchase check stock from Forms CS and print checks in your office.

Background Checking—The easy to use employee screening, tenant screening, or volunteer screening service of National Crime Search can help protect your business. Take advantage of the instant, low cost, secure, web-based service and you'll have access to a national criminal directory including records covering all 50 states plus the District of Columbia, Guam, and Puerto Rico.

Time and Attendance—TimeRack, Inc. processes time and attendance for thousands of employees nationally in the staffing, grocery, security, retail, manufacturing, and distribution industries. This time clock tool features automatic, customizable, proactive alerts that let you know if there's a problem ahead of time—saving you time and money.

HR Resource Center—HR Answerlink offers an online, affordable subscription-based service that enables you to gain quick reference to a variety of HR related tools such as; information on hiring practices, employee laws, templates for job descriptions, employee handbooks, job description templates, and more. For an additional fee you can also set up an account to phone an HR representative.

Work Posters—Each state requires labor posters to be displayed in every work location. Forms CS takes the guess work out of what to post by offering a complete selection of posters required by state. Please visit FormsCS.com for a listing of available compliance posters.

Find out more about our preferred partners at **myPaySolutions.com**



ABOUT THOMSON REUTERS

myPay Solutions is a service of the Tax & Accounting business of Thomson Reuters. For decades we've been providing the most comprehensive and technologically advanced software and web-based solutions available to the tax and accounting profession.

Thomson Reuters is **the world's leading source of intelligent information** for businesses and professionals. We combine industry expertise with innovative technology to deliver critical information to leading decision makers in the financial, legal, tax and accounting, healthcare, science, and media markets, powered by the world's most trusted news organization. Headquartered in New York, Tax & Accounting has major operations in Dallas, Ann Arbor (Michigan), London, Sydney, and Toronto, and offices in nine countries. Thomson Reuters employs more than 50,000 people and operates in over 100 countries. For more information, go to **ThomsonReuters.com**.

PROVIDING EXCEPTIONAL CUSTOMER CARE

For more information, please contact a myPay Solutions Sales Representative by phone at **800.968.8900** or via email at **Sales@myPaySolutions.com**, or visit our website **myPaySolutions.com**.

