

We are experienced business advisors providing the right advice to you.

An accountant should be far more than a historian, collecting and reporting on past performance. At Siepert & Co., LLP, we are trusted business advisors who have been providing our clients with outstanding accounting and tax services since 1949. We work closely with our clients to anticipate their needs and help guide their actions, providing significant value in the services we perform.

**At Siepert we understand that there are many considerations when it comes to payroll processing.**

**Are you keeping up with ever-changing tax rules and regulations?**

**Are you correctly calculating quarterly wage reports, W-2's, and payroll taxes?**

**Does payroll processing take more and more staff time to complete?**

Siepert offers a comprehensive range of payroll processing services that will ensure you are always in compliance and on time. That peace of mind can allow you to focus on the thing you do best — running your business.



With all payroll processing, we will process your information in a timely manner and provide copies of each payroll check, earnings report, and payroll tax return. We process year-end W-2 forms and provide remittance advice for all payroll taxes as they accrue. We also can facilitate 401K contributions, wage garnishments, union benefit plans and all other unique payroll functions.

*cont.*

# Payroll Processing, Cont.

Audit Services | Consulting | Financial Statements | **Payroll Processing**

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## We can provide the following convenient alternatives for you:

### **Web-based remote payroll processing:**

You are provided access to a secure web portal, through which files are transferred and stored for future reference. The web portal gives you the ability to store payroll reports, copies of tax returns, and W-2 forms. It also enables you to remotely log employee time reports. With this service, we recommend utilizing our direct deposit feature, but the portal does give you the ability to print payroll checks at your location without the need to pickup the completed processing.



### **Convenient drop-off service:**

We accept payroll time logs in any format (i.e. drop-off, facsimile, e-mail, etc.) and will timely process the information. Once processed, it can be returned via e-mail, drop-off, client pickup or through postal delivery. As with web-based remote payroll processing, direct deposit of payroll is available for your convenience.

### **Tax Remittance Clearinghouse:**

We can represent you as your agent in remitting payroll taxes. As taxes are remitted, we would provide you with remittance advice and calculations to confirm the accuracy of information processed.

Contact us today to discuss our scope of Payroll Processing Services and how Siepert can create a customized solution for you.



**SIEPERT & CO., LLP** | Certified Public Accountants | [www.siefert.com](http://www.siefert.com)

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For more information about our  
**Payroll Processing Services,**  
contact any of our offices.

*"Members of American Institute of CPAs – Private Companies Practice Section"*