



Schmidt Associates, P.C. Certified Public Accountants

Fee Schedule Effective March 1, 2015

Payroll

New client base set up fee	\$ 50.00
New client set up per employee	10.00
Base fee per run – including first check	42.00
Per check fee checks 2 through 5	3.75
Per check fee after first 5 checks	3.60
New employee set up fee	10.00
Employee Master file per change	3.00

Fee includes—

- Preparation of check or remittance advice (direct deposit)
- Transmission of EFTPS or ACH item to deposit federal and state taxes
- Preparation of monthly or quarterly state withholding returns
- Preparation of quarterly federal form 941
- Preparation of quarterly unemployment tax returns.
- Preparation of federal form 940
- All fees assume only one state. Multiple states will require additional fees.

Direct deposit is strongly encouraged.

W-2 Preparation

Base fee per run – includes first W-2	\$42.00
Per W-2 fee	3.60

Fee includes—

- Preparation of W-2's for employees
- Preparation of federal and state transmittal document (or electronic filing of documents if available and practical)
- All fees assume only one state. Multiple states will require additional fees.

All fees assume information is properly organized and totals properly accumulated.

All fees assume documents are picked up at our office, if not all online.

All fees are due when services are performed. Fees will be drafted via ACH when services are performed.



America Counts on CPAs

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