



Cordle Bookkeeping & Tax Service
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Call Craig Cordle
for your free quote

Get the first month's service for **FREE** when you sign up. You can cancel anytime if not fully satisfied.

PAYROLL PROCESSING SERVICE

- 1 Prepare setup forms for new businesses *(see listing below)*
- 2 Report payroll hours online/email/fax/telephone
- 3 Payroll Checks & Envelopes***
- 4 Direct Deposit
- 5 Payroll Reports from PayCycle *(see listing below)*
- 6 File payroll tax returns *(see listing below)*
- 7 Deposit payroll taxes using EFTPS & Ohio Gateway
- 8 Reporting for new employees
- 9 Manage SUI (State Unemployment Insurance)
- 10 Prepares year end filing documentation (W-2, 1099)
- 11 Download data to Quicken/QuickBooks
- 12 Download reports to Excel

*** Additional Handling Charge of \$15/month (does not include cost of checks)

PayCycle Reports

- 1 Payroll Summary
- 2 Payroll Details
- 3 Deductions Report
- 4 Last Paycheck
- 5 Vacation and Sick Leave Available and Used
- 6 Paystub
- 7 Tax Liability Report
- 8 Tax Payments
- 9 Tax & Wage Summary
- 10 Total Pay Report
- 11 Workers' Compensation Report
- 12 Total Cost Report

Payroll Tax Returns *(Federal & Ohio done online)*

- Form 941 Quarterly Federal Tax Return
- Form 940 Annual Federal Unemployment Tax Return
- Ohio IT 501 Payment of Ohio Tax W/H
- Ohio IT 942 Employer's EFT Quarterly Recon Tax W/H
- Ohio IT 941 Annual Reconciliation of Tax W/H
- JFS 66111 Quarterly UI Report & Wage Listing
- BWC Payroll Report (Workers' Compensation)
- City Tax Payments

New Business Setup Forms

- 1 Complete Form SS-4 to obtain Federal Tax I.D. number
- 2 Combined application for Ohio & School District withholding agent
- 3 Report to Determine Liability (Ohio Unemployment)
- 4 Application for Workers' Compensation Coverage
- 5 City Business Questionnaire for tax withholding
- 6 Ohio New Hire Reporting Form (must be sent within 20 days of hire)
- 7 Register with Ohio Business Gateway
- 8 Register with ETPS (Federal Online Tax Pmts) - done through PayCycle
- 9 Register for Federal Form 941/940 E-File - done through PayCycle
- 10 Paycycle Registration for Direct Debit (need voided check)