

TURNKey Payroll Services, Inc.

Yes! We are interested in a complete payroll program, including the option of paying our workers' compensation premium each pay period—with no deposit (only the state-required expense constant)!

Complete the following information, and we will send you a quote on the basic package (see box below):

Business name _____
Contact name _____
Telephone (_____) _____ Fax (_____) _____
Average number of employees per pay period _____ Gross estimated payroll \$ _____
Number of FEINs we are doing payroll through _____
Pay cycle (check one): Weekly Biweekly Semimonthly Monthly
Currently doing payroll (check one): In house Outsourced
Number of payroll delivery locations _____
Workers' compensation policy number: 196-_____, 830-_____, or 520-_____
Workers' compensation insurance agent/agency: _____

Please enhance our TURNKey Payroll Service package with these additional services. *Additional services will result in additional fees. Check those that you want included in your quote:*

- Modem software communication package for payroll transmission (clients with more than 100 employees)
- Drug-Free Workplace Program Setup
- COBRA Service
- HR Services
- Employee Handbook
- State Unemployment Cost Control Program

TURNKey Payroll Service

The basic package includes:

- Checks laser signed and sealed individually in envelopes (if desired)
- Garnishment checks (if needed)
- Electronic payment of payroll taxes (if desired)
- Filing of quarterly reports
- New Hire Report
- New Hire Set Up and Fees
- Payroll reports, including workers' comp report

All payroll quotations will be returned directly to the client unless you indicate that the quote should be returned to the agent.

Please return quote to agent at this fax number: _____

**Fax this completed form
to (727) 724-8505**



1-800-743-0022