

Pavillion Group

HOUSEHOLD PAYROLL, BENEFITS AND MORE

Fees and Services

\$149.00 One-time Registration Fee <i>(charged with your 1st week's payroll)</i>	Includes: Employer/Employee On boarding *Application for Federal Employer Identification number (If required) *Application for State Unemployment Identification number (where required) *State New Hire Reporting
\$199.00 Quarterly Base Membership Fee ** \$60.00 For each additional employee <i>(Quarterly Fees are included on the first invoice of each quarter)</i>	Includes: *Weekly payroll processing, paper checks or direct deposit *Weekly payroll reports provided to employer *File state tax returns and remit payments for all payroll tax liabilities according to state guidelines *Remit quarterly estimated tax payments for all Federal payroll tax liabilities electronically to the IRS *Preparation of quarterly 941's and annual 940's where applicable *Prepare end of year Schedule H supplement to annual 1040 tax return
Optional Fees:	Includes:
\$99.00 W2 and End of Year Reporting	*Year end filing of employer W-3 and W-2 Wage and Tax Statements
\$5.00 For each additional employee	*Preparation of employee W-2's
Miscellaneous Fees: ¹	
\$5.00 Weekly charge for mailed Payroll Reports	
\$15.00 Quarterly charge for mailed Quarterly Reports	
\$15.00 Production and delivery of additional documents Example: additional copies of year-end and quarterly tax returns or weekly payroll reports	
\$15.00 and up for Customized Reports Example: Wage Reports for Workers' Comp and other purposes	
¹ Additional Fees will apply for amended tax returns and special payroll related projects.	
Inactive Clients: ²	
\$199.00 Quarterly Fee: Pavillion Group will continue to file quarterly and/or annual State tax returns as applicable. As a client you will continue to receive a 5% discount off the total fee for any hires through Pavillion Agency or Nanny Authority. ³	
² Year end fees for W-2's and Year End Reporting will apply	
³ If membership is cancelled and resumed at a later date, a new Registration Fee will apply.	

****Please note, one of the benefits of hiring through Pavillion Agency or Nanny Authority is complementary payroll for the first quarter. The 1st quarter Payroll Fee of \$199.00 will be waived provided the payroll applications are received within 6 months of the employee's start date.**

Another benefit for active payroll clients is a 5% discount off the total fee for all future hires through Pavillion Agency or Nanny Authority.