

## APPENDIX A: PAYROLL ONLY FEE SCHEDULE

### FULL SERVICE PAYROLL:

You can request that Fellow Travelers set up AND enter payrolls in as needed via email, phone, or other agreed upon communication. Fellow Travelers will arrange for payment of taxes that are not integrated with the software, as well as other payroll related functions such as court orders for garnishment of wages, payment or workers compensation premiums, and other agreed upon reoccurring functions.

One time set up Fee: \$100

Payroll Base Fee: \$37 per payroll (Minimum \$60 per month)

Each Employee on Payroll: \$6 per payroll

Each 1099 Employee: \$6 per payroll

Physical Checks in lieu of Direct Deposit: \$6 per check

Workers Comp Insurance: Dollar per dollar flow through (optional)

Optional Benefits Enrollment: We will terminate employees from their benefits so you will not pay premiums / benefits for terminated employees: \$3 per employee per payroll.

### DIY PAYROLL:

You will have to remember to log into the payroll portal and send in tax payments / issue direct deposit / checks. This is done easily with a simple click of a button in the software. Local taxes are usually paid via online portal or a check sent to the local taxing agency (i.e. city / municipality). We provide support with the setup process, can explain / help with payroll deductions, reporting features, etc. If you do not require this support, we recommend signing up with Patriot Software directly via patriotsoftware.com.

Annual Fellow Travelers Support Fee: \$120

Payroll Base Fee: \$37 per month

Each Employee on Payroll: \$4 per month

Each 1099 Employee: \$4 per month

### **BENEFITS ACCESS:**

You may join certain Fellow Travelers Benefits with Payroll Only services or we can help you set those up yourself. Please request pricing for benefits services.

Fellow Travelers

By \_\_\_\_\_

Name: Matthew Tae

Title: President

CLIENT NAME:

By \_\_\_\_\_

Name:

Title: