

# Payroll Service Comparison Chart

	Leslie J Kotrba, CPA Online Payroll	Payroll Software	Traditional Payroll Service
<b>Access</b>	You can run payroll from any computer with Internet access, OR you can write manual checks and leave the data entry to us.	You must use the computer where your accounting/payroll software is installed.	You must make yourself available to submit hours by phone or online.
<b>Setup</b>	We do the set up for you, there's nothing to install on your end.	Software and tax table updates required. No help with new hire reporting, W-4s or I-9s.	Paper intensive manual process.
<b>Email Reminders</b>	Timely email reminders remind you of all important deadlines.	Online reminders exist, but they are not automated.	No reminders available.
<b>Paycheck calculations</b>	Instant and guaranteed accurate.	Instant and guaranteed accurate (but requires ongoing tax table updates).	Paycheck calculations are delayed from the time you report hours.
<b>Direct Deposit</b>	Free	Extra charges apply.	Extra charges apply.
<b>Paychecks</b>	Print instantly on blank or pre-printed check stock OR write manual checks.	No blank check printing option.	Delivered to your office for an extra fee.
<b>Tax Impounding</b>	No tax impounding - funds stay in your bank account until the payment is due.	Depends on service selected.	Taxes are withdrawn on each payday, typically several weeks before they are due.
<b>Electronic tax payments and filings</b>	Electronic 940s, 941s, 944s, W-2s, and e-file for most states (or we provide signature-ready forms).	Depends on service selected. Electronic functionality available for 941s, and very few states.	The service takes care of taxes for you, for an extra fee.
<b>Customer Support</b>	As your trusted advisor, we're here to help you whenever you have a question.	Extra charges apply.	Included
<b>Export</b>	Easy data download to QuickBooks®, QuickBooks Online, QuickBooks® for Mac, Microsoft Money®, Peachtree® and Quicken®.	Works only with the accounting software you use.	Downloads data to accounting software, but as journal lump-sum. There are no split level details available.
<b>Price</b>	Contact us for reasonable monthly prices (varies by number of employees).	Pricing can vary greatly by service selected. Additional fees for direct deposit.	Pricing varies by no. of employees and payroll runs. Additional fees for direct deposit, quarterly filings, delivery fees, W-2s etc.

**For more information regarding our payroll service, please contact Leslie J Kotrba, CPA at 847-934-4328.**