



## PAYROLL FEE SCHEDULE – 2022

### MONTHLY PAYROLL FEES

# OF EMPLOYEES	PAYROLL SCHEDULE				COST OF QUARTERLIES
	MONTHLY	SEMI-MONTHLY	BI-WEEKLY	WEEKLY	
1-3	\$42-\$48	\$42-\$66	\$42-\$60	\$48-\$78	\$84-\$93
4-6	\$42-\$54	\$54-\$72	\$60-\$84	\$66-\$90	\$93-\$102
7-10	\$48+	\$72-\$120+	\$78-\$120+	\$90-\$144+	\$102-\$120+
11-14	\$60+	\$84-\$168+	\$90-\$180+	\$102-\$192+	\$110-\$126+
15+	\$72+	\$96-\$210+	\$102-\$216+	\$104-\$222+	\$118-\$132+

**OUR MINIMUM MONTHLY FEE IS \$42/MONTH WHILE ACTIVELY RUNNING PAYROLL**

\*\*\*IT TAKES A FEW MONTHS TO DETERMINE IF THE CHARGES ARE COMPARABLE TO ACTUAL TIME SPENT

\*\*\*FEES LISTED DO NOT INCLUDE EXTRA TIME SPENT UPDATING PAYROLL FILE

### OTHER FEES

- New Company Payroll setup is \$165+ - depending on complexity
- Year-end W-2's and other tax forms - \$135+ depending on complexity and quantity of employees
- Worker's Comp Wage Reports - \$30+ depending on complexity
- Any services outside the general payroll (including but not limited to phone and/or written audits, child support paperwork, garnishment processing, etc.) will be billed at the hourly rate depending on time needed for completion
- Please call to discuss pricing on bookkeeping as fees vary based on services required

**Payroll Management ❖ Bookkeeping ❖ Human Resource**

Marie Fong ❖ Lisa Geiger ❖ Christa Schallock



Associated Employers

# Associated Employers Payroll Services



Your Complete Payroll Solution.  
*Affiliated with Associated Employers*

[www.associatedemployers.org/payroll](http://www.associatedemployers.org/payroll)

Thank you for your interest in our payroll services. It was an interest similar to yours that started our services in 1998, when a member of Associated Employers had an immediate need for help processing their payroll. We continue to develop our services to provide our member clients with high quality and efficient services.

Our member clients range in size from one employee to larger employers with over 300 employees, from a variety of industries such as ranching, medical, retail & service and nonprofits. We process for employers with multiple locations and states.

## Services We Offer

- ◆ A personal and local service
- ◆ Technical assistance from 4 Certified Payroll Professionals and 1 Certified Public Accountant
- ◆ Process payroll based on your scheduled pay dates
- ◆ Process unscheduled or urgent payroll items
- ◆ Facilitate Direct Deposit transactions
- ◆ Check printing and envelope stuffing and/or electronic paystubs
- ◆ Deposit required federal and state payments
- ◆ Track paid time off for employees
- ◆ Preparation of quarterly and annual payroll tax forms
- ◆ Reporting of new hires to states
- ◆ Preparation of payroll related payments, such as child support and garnishments
- ◆ Assist with IRS and state(s) compliance, as well as federal/state wage and hour best practices

The thought of making major changes to your current payroll processing can seem overwhelming, but we work very hard to make the transition to our payroll services as easy as possible for you. Although the best time to make the transition is at the end of a quarter or year, we can make the transition anytime with only a couple of weeks' notice. We work to be an extension of you in this process by requesting a few items up front and then we take it from there.

**Generally, we request the following to get started:**

- Company name, address and identification from IRS/State(s)
- Voided check for setting up direct deposit/ordering check stock
- Employee Data
- Copy of recently filed payroll tax forms

**Approximate Fees for Basic Services**

# of Employees	Annual Amount
1 - 25	\$3,000 - \$ 6,000
26 - 50	\$6,000 - \$ 9,000
51 - 75	\$9,000 - \$ 12,000
75 - 100	\$12,000 - \$15,000

For a quote tailored to your company needs, please contact Tracy at (406)248-6178 or [tracy@aeht.org](mailto:tracy@aeht.org) to get more details.

---

---

*Meet Our Staff*



Tracy Roadifer,  
PHR, SHRM-CP, CPP  
Payroll Services  
Manager



Amanda Goertz  
CPA, CPP, CGMA  
Accountant



Sarah Zimmerman, CPP  
Payroll Coordinator



Heidi Hall, CPP  
Payroll Coordinator

---

---