

Business Services, Inc.**"The Complete Payroll Service"**

If you are converting from another processor, present this letter to receive one month free processing and free conversion of your 2011 data.

The following is a brief explanation of the sample reports included in this packet:

REPORTS

- The first report is the cover sheet, which shows the "Total Payroll" in bold print, which is the amount to be debited from your checking account. You should list this amount as a disbursement in you checkbook.
- The second report is the Payroll Summary, which is a breakdown of the cost. This report is used to break-down the disbursement. You may want to forward a copy of this report to your accountant or bookkeeper if you are using an outside service. This report can be used to generate a journal entry in Quickbooks that can be memorized.
- The figures that concern you are as follow:
 - Payroll Processing Fee
 - Total Pay
 - Deductions (If Any)
 - Total Employer Taxes (Tax Expense & W/C)
 - Benefits (If Any)
- The third report is the Expense Distribution By Dept showing the breakdown of Payroll and Tax expense by Department. **You will receive this report only if you have department breakdowns in your company.**
- The fourth report is the Check Register showing the detail of all checks written on this payroll.
- The last report is the "Next Payroll Worksheet" which can be used to submit your next payroll.
- Additional reports such as IRA or 401K Deduction and Match report, or Time-off Accrual report may be included **if your company has these items.**

Please call our office if you have questions about the reports. There are many other reports available in the system. There is no extra charge for additional reports.

Monday, May 24, 2010

From Date: 7/1/2006
To Date: 7/1/2006
Check Date: 7/1/2006

Accu-Rite Payroll Services
P O Box 5547

Your Company
Any Address
Any Town, VT 05453

Payroll Result Summary	Total	Quantity
Payroll Checks:	627.21	3
Direct Deposit:	572.43	1
Total Employees Net Pay:	1,199.64	4
Agency Payments:	0.00	0
Tax Liability Payments:	539.98	1
Processing Fees:	21.60	1
Total Non-Employee:	561.58	2
Total Payroll:	1,761.22	6

Non-Employee Payments	Amount	Type	Check #	Note
Accu-Rite Payroll Services	539.98	Dir Dep	1000000059	Tax Payment, SLS1, Process EFTBF or VT Tax
Accu-Rite Payroll Services	21.60	Dir Dep	1000000060	Processing Fee, SLS1, Process EFTBF or VT Tax
Accu-Rite Payroll Services	627.21	Dir Dep	1000000061	Net Pay Sweep, SLS1, Process EFTBF or VT Tax
Accu-Rite Payroll Services	572.43	Dir Dep	1000000062	Net Direct Deposit Sweep, SLS1, Process EFTBF or V
Total:	1,761.22			

Payroll Summary

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SLS1, Your Company

Administrator

Pay Period From 7/1/2006 to 7/1/2006

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Criteria: Where Check Date Are Between 7/1/2006 And 7/1/2006

Fee Description	Run ID	Quantity	Fee Amount
Payroll Processing	10	4	\$21.60

Total Fees: \$21.60

Pay Type	Run ID	Pay Amount
Salary	10	750.00
Hourly	10	620.00
Commis	10	150.00

Total Pay: 1,520.00

Employee Taxes	Total Wages	Taxable Wages	Tax Amount
FICA Med	1,520.00	1,520.00	22.02
FICA SS	1,520.00	1,520.00	94.24
FIT	1,520.00	1,520.00	158.88
VT SIT	1,520.00	1,520.00	45.22

Total Employee Taxes: 320.36

Deduction Type	Ded. Wages	Amount
Advance	0.00	0.00
HealthIn	750.00	0.00
IRA EE	750.00	0.00

Total Deductions: 0.00

Employer Taxes	Total Wages	Taxable Wages	Liability Amount
FICA MED	1,520.00	1,520.00	22.02
FICA SS	1,520.00	1,520.00	94.24
FUTA	1,520.00	1,520.00	12.16
VT SUTA	1,520.00	1,520.00	91.20

Total Employer Taxes: 219.62

Benefits	Amount
IRA ER	0.00
Total:	0.00

Tax Deposit Liability	Amount	Due Date	Instructions
Federal 940	12.16	10/30/2006	Deposit paid by Accu-Rite Payroll Services check
Federal 941	391.40	8/15/2006	Deposit paid by Accu-Rite Payroll Services check
Vermont Income Tax	45.22	10/25/2006	Deposit paid by Accu-Rite Payroll Services check
VT State Unemployment	91.20	10/25/2006	Deposit paid by Accu-Rite Payroll Services check
Total:	539.98		

Net Pay Cks	Manual Cks	Direct Dep.	Deductions	Benefits	Taxes	Fees	Total Cost
627.21	0.00	572.43	0.00	0.00	539.98	21.60	1,761.22

Payroll Check Register

SLS1, Your Company

Pay Period From 7/1/2006 to 7/1/2006

Criteria: Where Check Date Are Between 7/1/2006 And 7/1/2006

Joe Cabdriver		ID#:	SS#:	Pay:	Tips:	Reimburse:	Net:	Check #:	Amount:						
Pay	Rate	Quantity	Total	YTD	Taxes	YTD	Deducts	Current	YTD	Benefits	Current	YTD	Accrual	Accrued	Used
Commiss	0.25	600.00	150.00	300.00	FIT	9.90	19.80	9.00	18.00	VT SUTA	1.20	2.40	FIT, Singl, 0		
Total:		600.00	150.00	300.00	FICA Med	2.17	4.35	9.30	18.60	FICA SS	2.17	4.35	VT SIT, Singl, 0		
Joseph Smith															
		ID#:	SS#:	Pay:	Tips:	Reimburse:	Net:	Check #:	Amount:						
		SMLJO	xxx-xx-0001	750.00	0.00	0.00	572.43	1000000058	572.43						
Pay	Rate	Quantity	Total	YTD	Taxes	YTD	Deducts	Current	YTD	Benefits	Current	YTD	Accrual	Accrued	Used
Salary	750.00	1.00	750.00	1,500.00	FIT	94.92	189.84	45.00	90.00	IRA ER	0.00	0.00	0.00	0.00	0.00
Total:		1.00	750.00	1,500.00	FICA Med	10.87	21.75	6.00	12.00	Total:	0.00	0.00	0.00	0.00	0.00
					FICA SS	46.50	93.00	46.50	93.00				0.00	0.00	0.00
					VT SIT	25.28	50.56	10.87	21.75				0.00	0.00	0.00
Total:					Total:	177.57	355.15	108.37	216.75						
Sample Employee															
		ID#:	SS#:	Pay:	Tips:	Reimburse:	Net:	Check #:	Amount:						
		EMPSA	xxx-xx-0005	330.00	0.00	0.00	259.92	24583	259.92						
Pay	Rate	Quantity	Total	YTD	Taxes	YTD	Deducts	Current	YTD	Benefits	Current	YTD	Accrual	Accrued	Used
Hourly	8.25	40.00	330.00	660.00	FIT	34.79	69.58	19.80	39.60	VT SUTA	2.64	5.28	VactnHrs	0.00	0.00
Total:		40.00	330.00	660.00	FICA Med	40.92	81.84	20.46	40.92	FUTA	4.78	9.57	FIT, Singl, 0		
					FICA SS	10.05	20.10	4.78	9.57				VT SIT, Singl, 0		
					VT SIT	70.08	140.17	47.68	95.37						
Total:					Total:	140.17	280.34	47.68	95.37						
B J Jones															
		ID#:	SS#:	Pay:	Tips:	Reimburse:	Net:	Check #:	Amount:						
		JONBJ	xxx-xx-0004	290.00	0.00	0.00	242.23	24584	242.23						
Pay	Rate	Quantity	Total	YTD	Taxes	YTD	Deducts	Current	YTD	Benefits	Current	YTD	Accrual	Accrued	Used
Hourly	7.25	40.00	290.00	580.00	FIT	19.27	38.54	17.40	34.80	VT SUTA	2.32	4.64	FIT, Singl, 1		
Total:		40.00	290.00	580.00	FICA Med	17.98	35.96	17.98	35.96	FUTA	4.20	8.41	VT SIT, Singl, 1		
					FICA SS	6.32	12.64	4.20	8.41						
					VT SIT	47.77	95.55	41.90	83.81						
Total:					Total:	47.77	95.55	41.90	83.81						

Report Totals: Check Date: 7/1/2006

Pay	Hours	Rate	Quantity	Total	Taxes	YTD	Deducts	Current	YTD	Net Amount	Benefits	Current	YTD	Check Count
1,520.00			0.00	0.00	320.36	0.00	1,199.64	0.00	0.00	4				
Preserved Items: 0														
Pay	Hours	Rate	Quantity	Total	Taxes	YTD	Deducts	Current	YTD	Net Amount	Benefits	Current	YTD	Check Count
Salary	40.00	1.00	750.00	750.00	FIT	158.88	317.76	158.88	317.76	Advance	0.00	0.00	0.00	0.00
Hourly	80.00	80.00	620.00	620.00	FICA Med	22.02	44.04	22.02	44.04	HealthIn	0.00	0.00	0.00	0.00
Commiss	600.00	600.00	150.00	150.00	FICA SS	94.24	188.48	94.24	188.48	IRA EE	0.00	0.00	0.00	0.00
Total:	720.00	681.00	1,520.00	1,520.00	VT SIT	45.22	90.44	45.22	90.44	Total:	0.00	0.00	0.00	0.00
					Total:	320.36	640.72	320.36	640.72	VT SUTA	91.20	182.40	91.20	219.62

Expense Distribution by Department

SLS1, Your Company

Criteria: Where Check Date Are Between 7/1/2006 And 7/1/2006

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Administrator

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Department: Default Department

Account #	Description	User 1	User 2	Expense
50110	Wages Expense	0.00	0.00	750.00
50900	Employer Tax Expense	0.00	0.00	108.37
		0.00	0.00	858.37

Department: Drivers Commissions

Account #	Description	User 1	User 2	Expense
50110	Wages Expense	0.00	0.00	150.00
50900	Employer Tax Expense	0.00	0.00	21.67
		0.00	0.00	171.67

Department: Shop Wages

Account #	Description	User 1	User 2	Expense
50110	Wages Expense	0.00	0.00	620.00
50900	Employer Tax Expense	0.00	0.00	89.58
		0.00	0.00	709.58

Totals: 0.00 0.00 1,739.62

Payroll Check Register by Department

SLS1, Your Company

Pay Period From 7/1/2006 to 7/1/2006

Criteria: Where Check Date Are Between 7/1/2006 And 7/1/2006

Department: Drivers Commissions

Pay	Rate	Quantity	Total	ID#	SS#	YTD	Taxes	Current	YTD	Pay	Deducts	Current	YTD	Er Tax	Current	YTD	Reimburse:	Tips:	Net:	Check #:	Amount:	
Commiss	0.25	600.00	150.00	CABJO	xxx-xx-0121	300.00	FIT	9.90	19.80	150.00	0.00	0.00	0.00	VT SUTA	9.00	18.00	0.00	0.00	125.06	24582	125.06	
Total:		600.00	150.00			300.00	FICA Med	2.17	4.35					FUTA	1.20	2.40						
							FICA SS	9.30	18.60					FICA SS	9.30	18.60						
							VT SIT	3.57	7.14					FICA MED	2.17	4.35						
							Total:	24.94	49.89					Total:	21.67	43.35						

Totals for Dept: Drivers Commissions Reimburse: 0.00 Net: 125.06 Check Count: 1

Pay	Hours	Quantity	Total	ID#	SS#	YTD	Taxes	Current	YTD	Pay	Deducts	Current	YTD	Er Tax	Current	YTD	Reimburse:	Tips:	Net:	Check #:	Amount:	
Commiss	600.00	600.00	150.00				FIT	9.90						FICA MED	2.17							
Total:	600.00	600.00	150.00				FICA Med	2.17						FICA SS	9.30							
							FICA SS	9.30						FUTA	1.20							
							VT SIT	3.57						VT SUTA	9.00							
							Total:	24.94						Total:	21.67							

Department: Owner's Salaries

Pay	Rate	Quantity	Total	ID#	SS#	YTD	Taxes	Current	YTD	Pay	Deducts	Current	YTD	Er Tax	Current	YTD	Reimburse:	Tips:	Net:	Check #:	Amount:	
Salary	750.00	1.00	750.00	SMLJO	xxx-xx-0001	1,500.00	FIT	94.92	189.84	750.00	0.00	0.00	572.42	VT SUTA	45.00	90.00	0.00	0.00	572.43	1000000058	572.43	
Total:		1.00	750.00			1,500.00	FICA Med	10.87	21.75					HealthIn	6.00	12.00						
							FICA SS	46.50	93.00					IRA EE	46.50	93.00						
							VT SIT	25.28	50.56					Total:	108.37	216.75						
							Total:	177.57	355.15					Total:	108.37	216.75						

Totals for Dept: Owner's Salaries Reimburse: 0.00 Net: 572.43 Check Count: 1

Pay	Hours	Quantity	Total	ID#	SS#	YTD	Taxes	Current	YTD	Pay	Deducts	Current	YTD	Er Tax	Current	YTD	Reimburse:	Tips:	Net:	Check #:	Amount:	
Salary	40.00	1.00	750.00				FIT	94.92	189.84	330.00	0.00	0.00	660.00	FICA Med	10.87	21.75	0.00	0.00	259.92	24583	259.92	
Total:	40.00	1.00	750.00				FICA Med	10.87	21.75					FICA SS	46.50	93.00						
							FICA SS	46.50	93.00					IRA EE	6.00	12.00						
							VT SIT	25.28	50.56					Total:	6.00	12.00						
							Total:	177.57	355.15					Total:	108.37	216.75						

Department: Shop Wages

Pay	Rate	Quantity	Total	ID#	SS#	YTD	Taxes	Current	YTD	Pay	Deducts	Current	YTD	Er Tax	Current	YTD	Reimburse:	Tips:	Net:	Check #:	Amount:	
Hourly	8.25	40.00	330.00	EMPSA	xxx-xx-0005	660.00	FIT	34.79	69.58	330.00	0.00	0.00	660.00	FICA Med	4.78	9.57	0.00	0.00	259.92	24583	259.92	
Total:		40.00	330.00			660.00	FICA Med	4.78	9.57					FICA SS	20.46	40.92						
							FICA SS	20.46	40.92					VT SIT	10.05	20.10						
							VT SIT	10.05	20.10					Total:	47.68	95.37						
							Total:	70.08	140.17					Total:	47.68	95.37						

Accu-Rite Payroll Services

CyberPay © 2010 AdaplaSoft, Inc. 6.96.4352 rptPRRunReportHistDept qryPRRunRptHist

Phone (802) 655-7534

Phone (802) 655-6838

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Payroll Check Register by Department

SLS1, Your Company
Pay Period From 7/1/2006 to 7/1/2006

Criteria: Where Check Date Are Between 7/1/2006 And 7/1/2006

Pay	Rate	Quantity	Total	YTD	Taxes	Current	YTD	Deducts	Current	YTD	Er Tax	Current	YTD	Benefits	Current	YTD	Accrual	Used	Amount:	
																				Check #:
B J Jones																				
Hourly	7.25	40.00	290.00	290.00	580.00	19.27	38.54	0.00	0.00	0.00	0.00	17.40	34.80	24584	242.23	242.23				
Total:		40.00	290.00	290.00	580.00	4.20	8.41					2.32	4.64							
					FICA Med	17.98	35.96					17.98	35.96							
					FICA SS	6.32	12.64					4.20	8.41							
					VT SIT	47.77	95.55					37.20	74.40							
					Total:							41.90	83.81							

Totals for Dept:		Shop Wages		Reimburse: 0.00		Net: 502.15		Check Count: 2	
Pay	Hours	Quantity	Total	Taxes	Current	Deducts	Current	Er Tax	Current
Hourly	80.00	80.00	620.00	FIT	54.06			FICA MED	8.98
Total:		80.00	620.00	FICA Med	8.98			FICA SS	36.44
				FICA SS	36.44			FUTA	4.96
				VT SIT	16.37			VT SUTA	37.20
				Total:	117.85			Total:	89.58

Report Totals: Check Date: 7/1/2006		Reimburse: 0.00		Net: 1,199.64		Check Count: 4			
Pay	Hours	Quantity	Total	Taxes	Current	Deducts	Current	Er Tax	Current
Salary	40.00	1.00	750.00	FIT	158.88	Advance	0.00	FICA MED	22.02
Hourly	80.00	80.00	620.00	FICA Med	22.02	HealthIn	0.00	FICA SS	94.24
Commis	600.00	600.00	150.00	FICA SS	94.24	IRA EE	0.00	FUTA	12.16
Total:	720.00	681.00	1,520.00	VT SIT	45.22	Total:	0.00	VT SUTA	91.20
				Total:	320.36			Total:	219.62

Next Payroll Worksheet

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SLS1, Your Company

Administrator

For Pay Run From 1/5/2010 to 1/5/2010, Check Date 1/5/2010

Page 1 of 2

Criteria: Show All Records Where

Contact Due Next Business Day

Location/Depart: Default Location, Drivers Commissions

Employee Info	Pay	Rate	Quantity	Deducts	This Pay	Benefits	Amount	Status, Exem	Vac, Etc Avail
Cabdriver, Joe ID#: CABJO SS# xxx-xx-0121 Dpt: Drivers Commissio Loc: Default Location	SickPay	0.00						FIT,Singl, 0	
	Commis	0.25						VT SIT,Singl, 0	

Location/Depart: Default Location, Owner's Salaries

Employee Info	Pay	Rate	Quantity	Deducts	This Pay	Benefits	Amount	Status, Exem	Vac, Etc Avail
Smith, Joseph ID#: SMJJO SS# xxx-xx-0001 Dpt: Owner's Salaries Loc: Default Location	Salary	650.00		HealthIn	0.00	IRA ER	0.00	FIT,Singl, 1	
				Advance	500.00			VT SIT,Singl, 1	
				IRA EE	0.00				

Location/Depart: Default Location, Shop Wages

Employee Info	Pay	Rate	Quantity	Deducts	This Pay	Benefits	Amount	Status, Exem	Vac, Etc Avail
Employee, Sample ID#: EMP5A SS# xxx-xx-0005 Dpt: Shop Wages Loc: Default Location	Hourly	8.25						FIT,Singl, 0	VactnHrs 0.00
	HlyOT1.5	12.38						VT SIT,Singl, 0	
	Vacation	8.25							
	Hol Pay	8.25							
	Sick Pay	8.25							
	Pers Pay	8.25							

Jones, B J
 ID#: JONBJ
 SS# xxx-xx-0004
 Dpt: Shop Wages
 Loc: Default Location

Hourly	7.25							FIT,Singl, 1	
HlyOT1.5	10.88							VT SIT,Singl, 1	
Vacation	7.25								
Hol Pay	7.25								
Sick Pay	7.25								
Pers Pay	7.25								

Location/Depart: Default Location, Store Wages

Employee Info	Pay	Rate	Quantity	Deducts	This Pay	Benefits	Amount	Status, Exem	Vac, Etc Avail
Flunky, Joseph ID#: FLUJO SS# xxx-xx-0003 Dpt: Store Wages Loc: Default Location	Hourly	9.25						FIT,Singl, 1	
	HlyOT1.5	13.88						VT SIT,Singl, 1	
	Vacation	9.25							
	Hol Pay	9.25							
	Sick Pay	9.25							
	Pers Pay	9.25							

Next Payroll Worksheet

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Administrator

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SLS1, Your Company

For Pay Run From 1/5/2010 to 1/5/2010, Check Date 1/5/2010

Contact Due Next Business Day

Criteria: Show All Records Where

Location/Depart: Default Location, Store Wages

Employee Info	Pay	Rate	Quantity	Deducts	This Pay	Benefits	Amount	Status, Exem	Vac, Etc Avail
Late, Jean Always ID#: LATJE SS# xxx-xx-0002 Dpt: Store Wages Loc: Default Location	Hourly	8.00		IRA EE	0.00	IRA ER	0.00	FIT,Singl, 2 VT SIT,Singl, 2	Sick Hrs 20.00 VactnHrs 56.00
	HlyOT1.5	12.00							
	Vacation	8.00							
	Hol Pay	8.00							
	Sick Pay	8.00							
	Pers Pay	8.00							

Location/Depart: Restaurant #1, Bar

Employee Info	Pay	Rate	Quantity	Deducts	This Pay	Benefits	Amount	Status, Exem	Vac, Etc Avail
Bartender, Joe The ID#: BARJO SS# xxx-xx-0011 Dpt: Bar Loc: Restaurant #1	Hourly	7.25		IRA EE	0.04	IRA ER	0.00	FIT,Singl, 0 VT SIT,Singl, 0	
	HlyOT1.5	10.88							
	TIPS	1.00							

Location/Depart: Restaurant #1, Hostess

Employee Info	Pay	Rate	Quantity	Deducts	This Pay	Benefits	Amount	Status, Exem	Vac, Etc Avail
Graceful, Mary ID#: GRAMA SS# xxx-xx-0010 Dpt: Hostess Loc: Restaurant #1	Hourly	7.25		HealthIn	23.50			FIT,Singl, 1 VT SIT,Singl, 1	
	HlyOT1.5	10.88							

Location/Depart: Restaurant #1, Kitchen

Employee Info	Pay	Rate	Quantity	Deducts	This Pay	Benefits	Amount	Status, Exem	Vac, Etc Avail
King, Joseph ID#: KINJO SS# xxx-xx-0006 Dpt: Kitchen Loc: Restaurant #1	Hourly	11.00						FIT,Singl, 1 VT SIT,Singl, 1	Sick Hrs 24.00 VactnHrs 80.00
	HlyOT1.5	16.50							

Location/Depart: Restaurant #1, Waitstaff

Employee Info	Pay	Rate	Quantity	Deducts	This Pay	Benefits	Amount	Status, Exem	Vac, Etc Avail
Waiter, James ID#: WAIJA SS# xxx-xx-0009 Dpt: Waitstaff Loc: Restaurant #1	Hourly	3.58						FIT,Singl, 0 VT SIT,Singl, 0	
	HlyOT1.5	6.96							
	TIPS	1.00							
Waitress, Judy ID#: WAIJU SS# xxx-xx-0008 Dpt: Waitstaff Loc: Restaurant #1	Hourly	3.58						FIT,Singl, 0 VT SIT,Singl, 0	
	HlyOT1.5	6.96							
	TIPS	1.00							