

Payroll Setup Timeline ~ 2 weeks total

Proposal

- Client returns signed agreement
- Initial consultation with payroll specialist to determine best setup process

Payroll Specialist

- Gather documents for setup
- Obtain tax id numbers, if needed
- Initiate electronic payroll tax services setup
- Payroll specialist loads all payroll data in preparation for first payroll

Electronic Link

- Client notifies PEAK of test transaction amount – occurs 2-3 days after initiating
- Wait for California electronic link to be completed – this takes up to 10 days

Launch

- Process first payroll
- Ongoing servicing of account, including PEAK availability to answer questions of management or internal bookkeeper
- Remember, all tax payments and tax filings are automatic now!!