

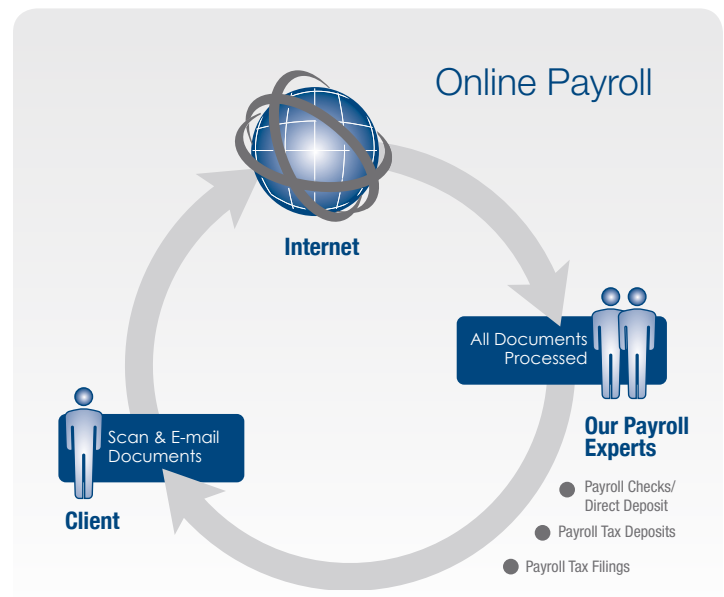
# Full-Service Payroll

Let us handle your payroll, while you run your business

## Hassle-free Payroll... That's Our Promise to You

Our Full-Service Payroll option allows us to become your strategic payroll partner. Designed for small businesses, our experts take care of all your payroll needs—including check processing, direct deposit, year-end W-2 processing, and more. You also don't have to worry about keeping up with complex payroll rules...our experts take care of everything for you.

Client support is at the core of our payroll offering. Your payroll account will be handled by a dedicated team of knowledgeable payroll professionals who answer your questions and ensure your needs are met. It really is hassle-free payroll!



### Payroll Made Easy...

It's so simple that you'll wonder why you didn't outsource your payroll sooner. You email/fax documents or enter payroll data online, and we process your payroll completely.

## The Value of Full-Service Payroll

- Offers the **comfort** of having your reliable, experienced advisor take care of all your payroll needs.
- Provides **personal, one-on-one service**—you will always be able to talk to a dedicated payroll professional.
- Supports **flexible processing**—select the schedule that works for you (weekly, bi-weekly, bi-monthly, or monthly).
- Offers the **conveniences** of an online, paperless process—our online Client Center allows you to submit your payroll data and receive documents online.
- Ensures **compliance**—we keep you in full compliance with all regulatory requirements.
- Supports **tax filing**—we pay and file your payroll taxes automatically from your payroll account in a timely manner.

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- **Optimizes security of data**—processing documents within our online platform is more secure than sending documents via email.
- **Supports employee access**—employees can access their payroll data through a secure web employee center.
- **Confidentiality**—sensitive pay information is able to be limited from the person sending the hours.
- **Added internal control**—avoids having an internal employee preparing their own paycheck.

## The Experience and Dedication Required

Our mission is clear: To earn our place as your financial advocate. To accomplish this, we provide services that extend well beyond basic delivery of financial documents. We work with you all year long to ensure that you understand your data and are well-informed in order to make sound financial decisions.

Because our mission is to be your trusted advisor, we offer our Full-Service Payroll option. We manage all aspects of the payroll process so you can focus on running your business. Our experts have years of experience processing payroll and delivering all required documentation. We also stay apprised of all complex payroll mandates to ensure compliance—so you don't have to worry about it!

Our professionals provide all the expertise you require under one roof. You need look no further than our firm for your payroll needs.

“Our main goal is to make our clients working lives a little easier. By handling time-consuming tasks like payroll, clients have more time to work on their business...not in it.”

## Contact Us Today

For more information on Full-Service Payroll or other services, please contact our firm. We are happy to discuss how we can help you meet your business goals. We look forward to hearing from you.

Visit our website:  
[www.rsbassocpc.com](http://www.rsbassocpc.com)

Give us a call:  
**717.845.9671**

Office Location:  
**54 South Beaver St., York, PA 17401**



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