

## Additional Services



Call for Pricing

## **Payroll Processing**

- calculate wages and withholdings
- process payroll taxes payments and quarterly returns
- prepare & file Forms W-2 and W-3



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## Software Implementation

- assist in the implementation of accounting and payroll software
- · coordinate with software company



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## **Temporary Assistance**

- assist in accounting and payroll responsibilities during employee leave of absence
- in-person within 45 miles of Trenton, IL
- virtual for all other locations





