



# PAYROLL & TAX FILING *by BASIC*



## **Easy, Accurate and Affordable Payroll**

At BASIC, we know that as an HR professional or business owner, employee payroll processing and tax reporting can be the headache that never goes away.

## **Ease of Use**

BASIC Payroll Plus makes the most of today's technology. Our software is easy to install, easy to use, and ensures an efficient and accurate payroll every time.

## **Personal Service**

When you select BASIC for your Payroll and Tax Filing operation, you save your company time, money, and paperwork. At the same time you enjoy personal service from your dedicated payroll specialist who is simply a phone call or email away.



## BASIC Payroll Services

Payroll the way it should be - BASIC.

- Easy – BASIC Payroll Plus software is simple to install and user-friendly. Different payroll plans allow you to choose options that meet your needs without reinventing the way you work.
- Flexible – Enjoy all of the benefits of outsourcing while you maintain control. Choose from more than 150 different reports in the system or customize your own online.
- Secure – BASIC Payroll Plus utilizes bank-level encryption making it the most secure system available; more secure than the industry standard payroll services. And it is completely auditable, giving you access to historical audit trails by user.
- Personal Service – Payroll reliability is crucial to earning and retaining your employee's trust. That's why our outstanding customer service representatives are readily available.

## Tax Reporting and Filing

Utilizing BASIC Payroll Plus to manage your tax reporting and filing obligations while processing your payroll gives you the following advantages:

- Accurate and timely collection and remittance of your tax liabilities.
- Eliminates the need to stay current with the ever-changing tax codes.
- Allows you to concentrate on your business while BASIC Payroll Plus concentrates on filing your quarterly and annual forms.
- Expertise to grow with your company.

## Beyond BASIC

Features that will make your job easier!

- Designed to scale with the growth of your business.
- 150 standard reports built in.
- Report writer enables you to customize your own reports.
- Virtually paperless system offers unlimited options including:
  - Earnings
  - Direct deposits
  - Deductions
  - Pay rates
  - Shifts
  - Localities
- HR Module – Includes tracking and reporting vital information.
- Employee Self Service – Provides employees 24/7 access to personal data, pay information, W-2s, and time-off accrual information.

### Not all payroll companies are created equal.

But don't take our word for it, read what our customers have to say:

*"Our experience with BASIC to date has been exceptional. Their payroll software provides us with all of the essentials in regards to reporting, direct deposits and any payroll deductions or calculations we need. Our previous payroll service gave us the feeling that we were just another number in the system after the initial setup. BASIC adds a personal touch to all their services, allowing problems to get resolved quickly and accurately."*

– Lounsbury Excavating, Inc.



For more information about any of our services or to speak with a sales consultant call 800.444.1922 x 3 or visit [basiconline.com](http://basiconline.com).

[BASIC COBRA](#) [BASIC ERISA Essentials](#) [BASIC Payroll](#) [BASIC FSA](#)



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