



## PAYROLL SERVICES

Preparing payroll in any industry can be very tedious and time consuming. It is hard to keep up with legislation changes regarding withholding and unemployment tax, not to mention tips if your business is a restaurant. Let Dixon Hughes make your schedule a little less hectic by allowing us to accommodate your payroll needs. We provide accurate and timely payrolls and related reports at competitive prices.

Our payroll professionals are skilled at creating payrolls for new companies and at transferring existing payrolls at any point during the year. At Dixon Hughes, we have experience processing the most simple, one-employee payroll to processing payrolls with up to 500 employees doing business in multiple states.

### **The Dixon Hughes Difference**

Our payroll professionals offer personal attention, unique to you and your payroll needs.

Many taxes associated with payroll are not due with each payroll, but are due monthly or quarterly. Many payroll companies draft money from your account with each payroll, even though the taxes may not be due until a later date. At Dixon Hughes, we provide you with instructions (and checks if you so desire) to pay taxes only at their due date. This allows you to control your money over a greater period of time, giving you, not the payroll processor, flexibility with cash flow.

Payroll services are billed monthly with no hidden charges. Fees are based on the frequency of pay periods, number of employees and the level of reporting required by your business. Our professionals will work closely with you, streamlining your payroll to help eliminate errors so that we may offer the best service at an affordable price.



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*Dixon Hughes'  
Additional Services*

- *Tax Services*
- *Technology Planning, Solutions and Implementation*
- *Business Valuation and Litigation Support*
- *Personal Financial Planning Services*

*The Service You Need—  
The Way You Need It.*

*As the largest Southeast-based CPA firm, we combine deep industry experience, comprehensive accounting and advisory services and a strong commitment to personal service. Members located throughout the region direct our resources to your best advantage. In short, we can give you the service you need, the way you need it.*

**Payroll Services**

- Preparation of payroll checks and related payroll reports
- Computing payroll tax liabilities and deposits with each payroll
- Preparation of quarterly and annual payroll tax reports
  - Federal form 941
  - Federal unemployment tax form 940
  - State withholding reports and reconciliations
  - State unemployment tax reports
- Preparation of employee W2s and electronic submittal of annual wage statements and W3s
- Signatures on checks
- Direct deposit of employee checks
- Employee checks stuffed and sealed in envelopes
- Preparation of 401(k) files
- Processing garnishment deductions and garnishment checks
- New hire reporting forms
- Benefit accrual and other human resource tools
- Special reporting for tipped employees
- Multiple worksite reports
- Labor statistic reports
- Wage verifications

**Clients We Serve**

- Construction companies
- Sales companies
- Furniture companies
- Trucking companies
- Law offices
- Medical offices
- Farms
- Manufacturers
- Schools
- Restaurants, including full service, casual dining and quick service. (We are able to accommodate tipped employees with ease, providing up-to-date solutions for many common problems associated with tipped employees, such as under-reporting, under-withholding, etc.)
- And others...

**For More Information**

To learn more, contact us at [info@dixon-hughes.com](mailto:info@dixon-hughes.com).