



RFS PAYROLL PROCESSING

www.retailfinancialservices.biz

About our Payroll Service

Retail Financial Services provides full-service payroll processing designed specifically for retail hardware stores, lumber yards, and building supply dealers.

RFS makes your payroll simple.

"I-Payroll Reporting" uses the secure, password-protected RFS website to enter your payroll data. By customizing input screens, you have the option to allow a clerk or bookkeeper to enter only hours and other non-sensitive payroll information, while allowing only designated managers or owners to enter and view pay rates, bonuses, and other confidential data.

Join the hundreds of hardware stores, lumber yards, and building supply stores nationwide who have placed their trust and confidence in Retail Financial Services Payroll Processing.

For more information, contact Carol Weir at 800-888-1817, or visit www.retailfinancialservices.biz.

- ✓ **Employees get paid even when YOU can't be there**
- ✓ **Accurate and on-time tax deposit and tax filing guarantee**
- ✓ **Electronic Direct Deposit**
- ✓ **Direct link with the RFS timeQplus Time Clock**
- ✓ **Online Management Reports**
- ✓ **Affordable Prices**



RFS Payroll works great with Acroprint timeQplus and AcroTime. Time clock systems are in stock and ready to ship to your store immediately!

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RFS PAYROLL PROCESSING BASICS

How It Works

Step 1: Log onto the RFS Payroll Service website.

Step 2: Input employee information for the pay period (regular hours, overtime hours, special pay, changes in pay rates, deductions changes, etc.)

Step 3: After all pay period information has been entered, reviewed, and printed, select “**Send Data to MHA.**”

Price List

Checks & Direct Deposits	\$1.85 each
Administration Charge (flat fee charged each pay period)	\$21.00 per pay period
Postage & Delivery	(actual cost)
Tax Reporting (includes all Federal & State forms)	\$35.00 per quarter
W-2 Forms (year end only)	
Less than 15	\$20.00 + \$3.75 per W2
15 or more	\$30.00 + \$3.75 per W2
*Minimum Charge (combines Check Charge & Administration Charge)	\$39.50 per pay period

***NOTE:** The Minimum Charge applies only to stores with less than 10 paid employees in a pay period. The Minimum Charge is a flat fee, which covers all processing charges for the pay period. Postage and Optional Service charges are not included.

Optional Service

IRA, 401K, Other Retirement Plan Reporting

Basic.....\$12.00 per pay period
Intermediate.....\$20.00 per pay period
Advanced.....\$30.00 per pay period

For more information, please contact the
Retail Financial Services Payroll Department.
(Call Carol Weir at 800-888-1817 ext. 322)