

FCC PAYROLL SERVICE PRICING GUIDE

Initial Payment: \$50

A payment of \$50 is due when starting payroll service. This covers your first month.

Regular Service Fee: \$55 per month or \$150 for three months

The full monthly service fee applies if at least one payday falls within a given month. You will be prompted to pay online when logging into your payroll account.

Save \$15 by paying for three months at a time. If you cancel service before the end of the three month period, you may be eligible for a partial refund.

Premium Service Fee: \$65 per month or \$180 for three months

The premium service fee applies if you have more than four employees at one time or you are required by the IRS to deposit payroll taxes monthly. Most child care providers qualify to make payments every three months. Clients who prefer to pay monthly can choose premium service. Some find this helps with budgeting.

Direct deposit: \$1.75 per paycheck; \$100 handling fee for insufficient funds

A small transaction fee applies for each paycheck deposited directly into an employee's bank account. A handling fee of \$100 will apply if there are insufficient funds in your account to cover employee paychecks. These fees are set by our software vendor and are subject to change.

Late reporting: \$5 or more

You will enter employee hours through your online payroll account every two weeks, no later than the Monday night before each Friday payday. A reminder email will be sent. If you are occasionally unable to get online, you can report employee hours by email or telephone. If you have no hours to report, please let us know.

If you provide employee hours after the Monday deadline, a late fee will apply according to this schedule:

- No fee will apply to the first two occurrences of late hour reporting each year.
- A \$5 late fee will apply to the 3rd through 7th occurrences of late reporting.
- A \$10 late fee will apply to the 8th through 12th occurrences of late reporting.
- A \$20 late fee will apply to further occurrences of late reporting during the year.