



PAYSERV
PAYROLL SOLUTIONS

Village of Tuxedo Park

PayServ Representatives:

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Executive Summary:

At PayServ, we are confident that our state-of-the-art product line and remarkable personal service would be of great benefit to Village of Tuxedo Park. We have many successful years of experience servicing locally based employers, of all sizes, and trust that you will also realize the advantages of partnering with a strong, local, community-based organization like yourself.

Based on our recent conversations and your stated desires and needs, we are proposing the scenario outlined on page 5, which includes...

- PayServ will remit all payroll tax payments on your behalf
- PayServ will prepare and file all Quarterly and Annual payroll tax forms
- Live checks will be delivered signed and sealed and/or Direct Deposit available for employee's interested
- Check stubs for direct deposit employees will be delivered sealed
- Check stubs will show employee's available and used vacation/sick time as reported

Village of Tuxedo Park will realize the following benefits by choosing to partner with PayServ:

- Dedicated relationship manager who can be reached via cell phone anytime
- Access to and Incredibly fast turn-around from locally based decision makers
- PayServ's iSolved **cloud based HCM technology** that gives you complete control over everything from hiring through retiring in one single database. All your core HR functionality is accessible anywhere, anytime in a completely secure environment. Imagine it, a **single point of entry** to access all your data from any computer or mobile device with internet access!

WHY CHOOSE PAYSERV?

We believe that trust is **most** essential when partnering with companies to handle your Payroll and human capital management needs, but trust is just a word unless it is backed up by unparalleled customer service and a track record of success. The PayServ Payroll Services team is there every step of the way to ensure that our clients can expect nothing less than the best payroll services experience and then the trust becomes more than a word it is a fact.

Company Background:

Mission Statement

At PayServ, we strive to provide exceptional service and value to our customers throughout our local communities. We pride ourselves on being a financially sound and ethically responsible organization whose every effort is to work towards ensuring the long-term success of our clients, employees and the company as a whole. We aspire to satisfy the unique needs of businesses, municipalities, non-profits and consumers alike while providing access to our top decision makers thus making partnering with us a greater experience for our clients.

Vision Statement

Our vision is to become the Payroll and Human Capital Management solution of Choice by consistently exceeding the expectations of our clients, employees and communities.

History

PayServ payroll solutions is a locally owned growing software company operating and supporting companies based in the Metro New York and Hudson Valley area. The Corporation was originally founded in January 1985 to provide outsourced computer-based bookkeeping services including payroll, accounts receivable, accounts payable and inventory to clients of Rifkin, Levin and Lebowitz, CPAs (RL&L). By the early 1990's the partners realized the potential as well as the need for these services and decided to put more resources and emphasis in the stand-alone business. In 1995, Dan Rifkin, the company's current president, joined the organization to generate sales focusing solely on payroll services and expanding the target market beyond just clients of RL&L. Sensing the opportunity beyond the accounting firm, Dan acquired the business from his father and his partners.

Today, PayServ, through our cloud based iSolved solution, offers a full suite of human capital management (HCM) services and has grown to over 1200 clients.

PayServ is recognized throughout the industry for its longevity and quality but what truly distinguishes the Company is its personalized service and long-term relationships with its customers. PayServ strives to be the best and remains committed, not only to remaining independent, but also to serving the individual payroll and HCM needs of our customers and the communities where we live and work.

PRIMARY CONTACT:



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Steve Falone proudly serves as Sales Manager and Senior Sales Consultant for PayServ Corporation located in Bardonia, NY. In this role, Steve targets the current and future business needs of his clientele through his vast expertise and extensive market knowledge. He provides service and advice to existing relationships while developing new partnerships for PayServ. Steve wins his clients satisfaction by providing safe, secure, and trustworthy service to all PayServ clients.

Steve began his payroll career over 22 years ago with a large payroll processing company and moved through the organization, holding positions of increasing responsibility over the years. As a result, he has broad knowledge in all facets of the payroll industry. Over the last 15 years, Steve has worked with numerous accountants and banks and has a deep understanding of their specific payroll processing needs. Additionally, Steve furthered his payroll proficiencies as a Tax Specialist working directly with clients to navigate through IRS and State filings, as well as penalty resolution. Since joining PayServ, he has leveraged his experience to fit our local, personalized, and client-focused approach.

As a resident of Rockland County, NY, and a previous resident of Bergen County, NJ, Steve is acclimated with the community, the clients and the non-profit organizations that serve both counties. Within the community, Steve has volunteered his time by delivering food for Meals on Wheels and has volunteered as a foster home for Southern Paws Animal Rescue.

Steve's years of payroll, tax, and client-service experience, combined with his ability to deepen and nurture business relationships, makes him a valuable resource to PayServ, to accounting firms and to his clients.

Proposal (Pro Forma):

Bi-Weekly Payroll

Services:

Base Charge					\$44.00
Transaction Charge	35	@	\$	2.25	\$78.75
Direct Deposit, Employee Self- Service, Mobile App, Poster Service with e- update					Included
Tax Payment Services (Federal & 1 state)					\$11.00
General Ledger Reporting					\$8.00
Paid Time Off Tracking					\$8.00
Total Cost Per Payroll Processing					\$ 149.75

Additional services not identified above and later requested may result in additional charges. Per item charges are per employee and will increase with new employees added.

Client Signature _____ PayServ Representative _____

Additional Charges:

- One Time Set up - \$250.00
- Year End Reports – W2/1099 Processing
 - Base charge - \$87.50
 - Per W2/1099 - \$6.50
 - Annual Tax Forms included
 - Annual Data Archive \$75.00



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**Village of Tuxedo Park
Bi-Weekly Payroll
Proposal (Pro Forma) for additional services:**

Bi-Weekly Payroll

Payroll Services:

Mobile Punch – Per Pay Period Fee (\$1.50) x # of DPW EEs (7)	<u>\$10.50</u>
Geofencing Monthly Fee	<u>\$35.00</u>

Additional services not identified above and later requested may result in additional charges. Per item charges are per employee and will increase with new employees added.

Additional Charges:

- **One Time Set up (Time and Attendance) - \$1500.00**

Client Signature & Title

Date

PayServ Corporation Rep

- ❖ (1) PayServ Corporation guarantees the price for 180 days from the date of representative's signature.
- ❖ (2) Customer may cancel this agreement upon 30 days written notice. In the event of cancellation, customer agrees to pay for and receive payroll services for 30 days following written notice.
- ❖ (3) Customer agrees to review all payroll documents and to notify PayServ Corporation of any problems or complaints within 10 days of pay date.
- ❖ (4) All payroll service fees will be electronically debited from client's account.
- ❖ (5) PayServ Corporation will correct any errors which were our fault at no charge.

Technology That Transforms Business:

The HR and Payroll platform that does it all, anytime, anywhere

In today's atmosphere of producing more work with less staff, it's imperative to integrate business functions into a single source, automate procedures, increase efficiencies, and save money. Requiring numerous systems, processing time and attendance and payroll while administering benefits and human resources is time consuming and demanding. Today, these essential concerns are known as human capital management and can all be managed within **one solution**.

PayServ iSolved is **cloud based HCM technology** that gives you complete control over everything from hiring through retiring in one single database. All your core HR functionality is accessible anywhere, anytime in a completely secure environment. Imagine it, a **single point of entry** to access all your data from any computer or mobile device with internet access!

All is one place. With one Amazing solution.

- *Payroll Processing*
- *Tax & Regulatory Compliance*
- *Benefits Enrollment*
- *Time and Labor*
- *Human Resource Management*

In addition to the significant financial and time benefits, Village of Tuxedo Park will also realize the following benefits by moving their payroll and HCM relationship to PayServ.

- Dedicated relationship manager who can be reached via cell phone anytime
- Incredibly fast turn-around from locally based decision makers
- Customizable options that work for your individual company.

Appendix 2 – Community:

PayServ is a respected corporate citizen with a long tradition of reinvesting in the communities we serve; through charitable support for community organizations and events; and countless hours of volunteer time donated by the staff. Giving back to the local community permeates throughout our organization and is a mission of the individuals that make up our management and each staff member.

To date, we have distributed thousands of dollars and countless volunteer hours to organizations and projects benefiting youth groups, hospitals, churches, schools, religious organizations, the handicapped, homeless, cultural groups and more in the local Hudson Valley region.

Appendix 3 – Quick Facts:

ABOUT PAYSERV

- Specializing in and understanding particular client niches
- Exceptional personal service, flexibility and responsiveness
- Dedicated relationship managers for client accounts
- Locally focused with access to decision makers
- A full array of quality payroll and human capital management products & services
- A respected corporate citizen
- Committed to remaining independent and locally owned

STRONG, SAFE, AND SOUND

PayServ has over 30 + years of experience in the payroll space while remaining strong and committed to our customers, no matter their size or growth. Some highlights of our strengths include:

- A+ Rating from the Better Business Bureau
- Strong operating culture with an emphasis on service and mitigation of ACH funding risk.
- SSAE-18 SOC I & NACHA audits conducted annually

FOR MORE INFORMATION

To discuss the many benefits of partnering with a strong, customer focused community payroll solutions company like PayServ, please contact your relationship manager.



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