

We offer a paperless payroll solution...

- Direct deposit service
- Pay stubs online
- Encrypted payroll reports by email

...or paper checks, stubs, reports too.

Very affordable pricing, half of what most banks charge.

We can set up a new employer for payroll in a week, or switch an existing employer at the start of any calendar quarter.

We are locally owned and operated.



We offer Professional Tax Preparation, Payroll, and Bookkeeping services to small businesses, and individuals too!



Contact us at:
CC: Tax Preparation®
73 Main Street, PO Box 73
Madison, ME 04950

T: (207) 696-3700
F: (207) 696-3799
E: info@cctaxprep.com
www.CCTaxPrep.com



CC: Tax Preparation®



Professional Payroll Services

• Accurate • Convenient • Affordable

Call us Today!
(207) 696-3700

<i>Payroll</i>	<i>Details</i>
Fast, Simple, Affordable	<ul style="list-style-type: none"> • We support an unlimited number of pay types, rates, and departments. • We support an unlimited number of pre-tax and after-tax deductions. • We support paid, reported, and allocated tips. • We calculate all federal, state, local taxes. • We can track sick and or vacation time for your employees.
Pay Checks	<ul style="list-style-type: none"> • We do not impound your payroll wages. Paper pay checks are printed with your account number on them. • We can print your payroll checks with your signature for local pickup and or delivery. • You can laser print your payroll checks with your signature from a PDF we electronically send to you on blank checks we provide to you. • You are not required to offer paper pay checks to your employees when you offer direct deposit.
Payroll Debit Card	<ul style="list-style-type: none"> • We offer direct deposit with either a 3-day or 5-day processing window, subject to processor approval. • Subject to additional charges we are able to process a next day pay cycle. • We support multiple deposit accounts per pay check.
Direct Deposit	<ul style="list-style-type: none"> • We offer the Global Cash Payroll Debit Card by ADP to your employees at no cost to the employer, or the employee subject to card terms. • New accounts are not subject to ChexSystems approval.
Pay Stubs and W2	<ul style="list-style-type: none"> • We use a 3rd party partner secure website to make all employee pay stubs and W2 documents available online for 7 years.

<i>Payroll</i>	<i>Details</i>
Workers Compensation	<ul style="list-style-type: none"> • We are partnered with MEMIC Comp-as-you-Go (CAYG). • We submit a per pay cycle report to MEMIC for you. • MEMIC debits your checking account once per pay cycle.
HSA	<ul style="list-style-type: none"> • We are partnered with HSA Bank, who will issue a debit card to participants. • Your qualified employees may fund an HSA account from pre-tax deductions. • Employers may, but are not required to, make contributions. • We can help you initiate a plan and will then submit a per pay cycle report to HSA Bank, who will ACH debit your account.
SIMPLE IRA	<ul style="list-style-type: none"> • We are partnered with TD Ameritrade. • Participants will use the TD Ameritrade website to help them make investment decisions. • Your qualified employees may fund a SIMPLE IRA account from pre-tax deductions. • We can help you initiate a SIMPLE IRA plan for your employees and will then submit a per pay cycle report to TD Ameritrade, who will then ACH debit your account. • Employer contributions are a mandatory aspect of any SIMPLE IRA plan.
Tax Returns and Payments	<ul style="list-style-type: none"> • We prepare and electronically file all of your Federal and State employer tax returns. • Each year we will prepare and file your W2 statements for you. • We do not impound your taxes. We electronically initiate tax payments by ACH debit from your account as they are due. • We will calculate and withhold any wage levies you are required to collect from your employees. We can electronically initiate payment by ACH debit from your account for most levies.

<i>Payroll</i>	<i>Details</i>
Pay Period Reporting	<ul style="list-style-type: none"> • We either e-mail payroll reports to you or place them in a secure folder on a shared drive.
Fees	<ul style="list-style-type: none"> • Our fees for a weekly payroll cycle are \$40/mo for the account plus \$12/mo per employee. • Bi-weekly or monthly payroll cycles are \$25/mo for the account plus \$6/mo per employee. • Additional fees may apply, i.e. \$10/mo to process levies, etc. • All new accounts are subject to an up-front and non-refundable \$100 account setup charge. • We will auto-bill your card on the 1st of each month for the prior month's services. • We do not prorate our fees for partial months, as the reporting requirements are the same.
Credentials and more	<ul style="list-style-type: none"> • We are licensed by the State of Maine as a payroll agent. • We are recognized by the IRS as a paid tax preparer, an electronic return originator, and a return reporting agent. • We are bonded for the purpose of payroll processing. • We have Errors and Omissions coverage for the purpose of tax preparation, bookkeeping, and payroll, in addition to a general business liability policy. • We take the physical security of our office and your records very seriously. We utilize both a CCTV system and an alarm system that is connected to a central monitoring center. • Our network devices are protected by a firewall and are remotely monitored and managed by security software. Pursuant to PCI standards our network is continually scanned by a third party to ensure it is safe and secure. • Terms and conditions available upon request.