



*Introducing...*

**Relief from the Overwhelming  
Burden of Payroll!**  
*offerd by - J.R. Helms & Associates, P.C.*

*Services We Offer...*

The unmatched benefit of our personal service and our trusted, professional relationship with you

- Customized input sheet
- Allocation of hours/salary by department, worker's classification, or job
- Free direct deposit
- Printing of third-party checks including union dues, 401(k), garnishments, charities and more
- Job costing
- Tracking and accrual of sick, personal and vacation time
- Electronic payment of federal and state taxes
- Multiple state withholding and compliance reporting capability
- Multiple locations
- Filing of all quarterly and annual federal and state payroll forms
- Payroll debit cards
- Complete year-end W-2 forms service and reporting
- Full range of compliance and analytical reports
- Standard, bonus/commission and additional payrolls
- Wide array of standard & custom deductions
- Multiple payroll schedules
- Employee Portal access
- Handles virtually all pay types including custom pay types, retroactive, tip income and reimbursement

*Client Focused Pricing*

Once we determine the details of your payroll needs & create the best fit of services to fulfill that need, we provide you with an economical & predictable comprehensive monthly fee for that service. One of our goals is to stabilize your cash flow & reduce financial surprises and inconsistencies.

*Payroll Relief for YOU!*

As a trusted business advisor, our goal has always been to offer you the full spectrum of high-quality services you need to better manage your business. With our professional yet personalized payroll service, your business will benefit from all the capabilities and services provided by the national payroll companies. In addition you can also get the added benefit of local, personal attention when you want and need it.

While many payroll companies offer a take-it-or-leave-it, cookie cutter approach, we tailor our list of available services to meet the needs of each individual client, small or large, and in virtually any industry. Whether you're an established business or just starting out, our client tailored payroll service can be designed to meet your unique needs. With our personalized approach you can now get, the specific payroll features you want and need more cost effective than ever before.

*Benefits of Personalized Payroll*

There are many benefits to having your own personalized payroll service. Most importantly, it's about your time. Finally, you and your staff will be able to concentrate on revenue and profits instead of paychecks and taxes! By letting us handle your payroll processing, you'll no longer have to worry about:

- Continuously changing tax laws
- Complex reporting requirements
- Using your valuable time for payroll
- Compliance and reporting, and
- The many other burdens that payroll imposes.

Our fully customized payroll solution allows you to focus on what you do best.

**Phone: (317) 337-2980**

*Fax: (317) 337-2965*

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*Indianapolis, IN 46268*

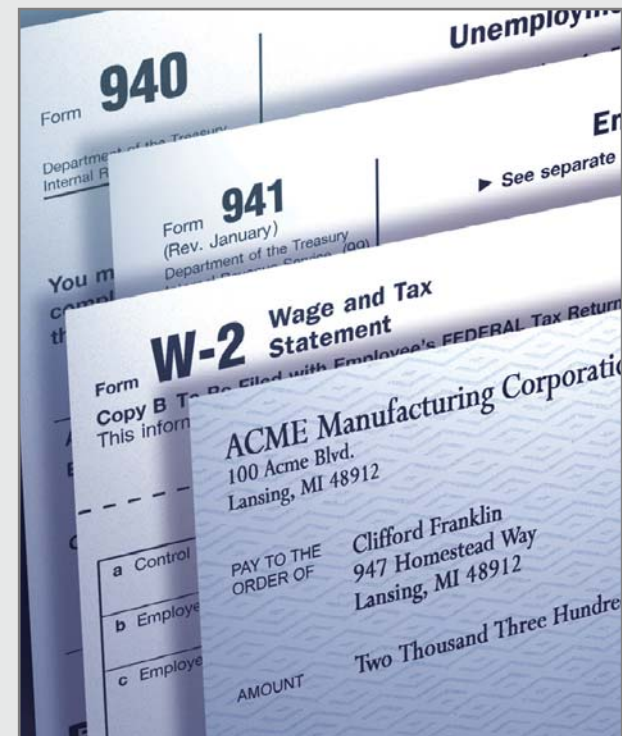
***www.HelmsCPA.com***

## Paperless Solutions

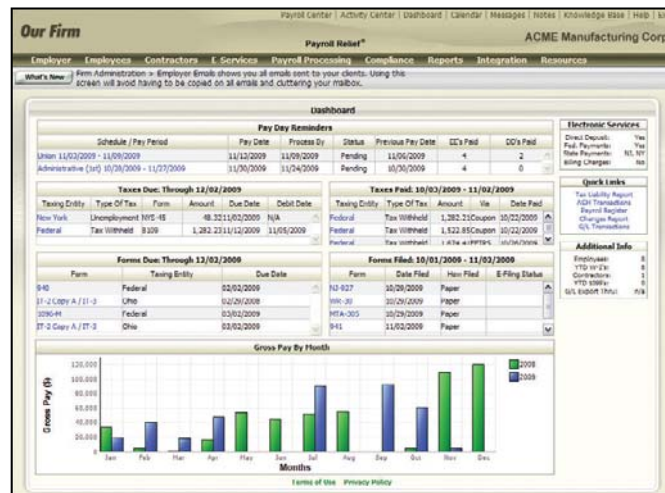
We can offer a completely paperless workflow, allowing for you to get your payroll information fast. No more waiting for the mail to deliver your employees paychecks. Employees can be setup with their own portal where they can view and print paystubs and W-2's, make changes to their personal information, and even review their withholding status. This minimizing the number of payroll related requests & questions you will be burdened with by your employees.

## Comprehensive service

Our Complete payroll service supports a wide range of pay types and schedules, and includes check printing, direct deposit, tax filings, complete compliance and more. Automatic reminders keep you informed of due dates for tax payments and compliance reports, and you will receive all the payroll reports you need to run your business most efficiently. In addition, you also get personalized professional advice on all payroll matters.



Employees can view and maintain their own payroll information securely and conveniently.

Screenshot of the ACME Manufacturing Corp. Employee Portal. The user is Ramon Nicasio. The profile shows personal information (Name, Employee ID, SSN, Address, Gender), payroll information (Hourly Rate, OT Rate, Paid), tax information (Filing Status, Exemptions, NY State), and employment information (Hire Date, Department, Group, W-4 Field, Vacation Available, Sick Available).

The Dashboard provides a detailed overview of your payroll situation.

## Customized to meet YOUR needs

Our completely flexible state-of-the-art system offers remarkable capabilities that enable our firm to work collaboratively with you. Based on our knowledge of business and consultation with you, we will design a payroll service that is optimal for your needs. You can't find this level of personal, customized service from any service bureau, at any price.

## To get started...

Please call our firm to discuss your payroll requirements. Then we will analyze your needs and design a fully customized payroll service just for you.

We are looking forward to serving all your payroll needs and further investigating other areas of your business where our services can improve the way you operate.

Phone: (317) 337-2980  
[www.HelmsCPA.com](http://www.HelmsCPA.com)

Customized services to meet YOUR needs  
at a price you can afford!