

Eagle Payroll Service, Inc.

2500 Main Street
Suite 207
Tewksbury, MA 01876

INVOICE

INVOICE DATE: 8/1/2019
INVOICE NUMBER: 300092
INVOICE AMOUNT: \$33.20
CHECK DATE: 8/9/2019
TERMS: Paid

BILL TO:
Sample Client Address City, ST 00000

For: "Weekly Payroll" Sample

Service	Cost	Taxes	Total
Base Charge-Wkly	21.95	0.00	21.95
Per Check Fee (4) (\$1.35 each check/voucher)	5.40	0.00	5.40
Direct Deposit Trans (1) (\$3.95 service charge + \$0.29 per transaction)	4.24	0.00	4.24
Shipping & Delivery	1.61	0.00	1.61
Total	\$33.20	\$0.00	\$33.20

Some individual fees are now combined, for example the direct deposit charge.

#Sample Client

Cash Analysis (S193)	
Check Date :	08/9/2019
Period Range :	07/28/2019 - 08/03/2019
Week Number :	Week #32

Payroll Totals:

Checks

Total Regular Checks	3	1407.58
Total Direct Deposits	1	572.01
Total Manual Checks	0	0.00
Total 3rd Party Checks	0	0.00
Total Void Checks	0	0.00
Total COBRA Checks	0	0.00
Total Net Payroll	4 Items	1979.59

Total Billing Impound (Invoice Amount)		33.20
Total Agency Checks	0	0.00
Total Agency Checks DD	0	0.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Eagle Payroll Service, Inc.	

Sum of Checks **2010.39**

Total of Checks Printed **4 Items**

Total Tax Liability	803.55
Total Workers Comp Liability	0.00

Total Payroll Liability **Total cash required for payroll including live checks** **2813.94**

Total Direct Deposits **572.01**

Total Debited From Account **Total Amount Eagle will Debit** **1408.76**

Eagle Payroll Service, Inc.

phone: 978-858-0335

fax: 978-640-4958

e-mail: processing@eaglepayroll.com

#Sample Client

Net Check Amount will be zero if employee has Direct Deposit

Check Register (S109)	
Check Date :	08/09/2019
Period Range :	07/28/2019-08/03/2019
Week Number :	Week #32

Direct Deposit Info will show in this column

Employee Name		Social Security Number				Salary	Frequency		Check Number	Check Date	Check Type	Net Check
Earnings Description	Rate of Pay	Hours	Current Amount	Hours	YTD Amount	Deductions Description	Current Amount	YTD Amount	Taxes Description	Current Amount	YTD Amount	
Hawthorne, Stephanie - 3 - XXX-XX-8346						0.00	Weekly		33	08/09/2019	Regular	368.34
02 Regular	15.85	30.00	475.50	145.00	2,298.25				Federal (S/0)	55.72	266.73	
									OASDI	29.48	142.50	
									Medicare	6.89	33.31	
									State (S/0)	15.07	72.55	
Check Totals:		30.00	475.50	145.00	2,298.25		0.00	0.00		107.16	515.09	
Joseph, Lisa - 1 - XXX-XX-6431 -						0.00	Weekly		-9999918 Memo	08/09/2019	Regular	0.00
02 Regular	17.25	40.00	690.00	165.00	2,846.25	D0 Direct Deposit - N	572.01	572.01	Federal (M/1)	48.93	182.79	
									OASDI	42.78	176.47	
									Medicare	10.01	41.28	
									State (M/1)	16.27	62.02	
Check Totals:		40.00	690.00	165.00	2,846.25		572.01	572.01		117.99	462.56	
Kelly, Leonard - 4 - XXX-XX-4684 -						0.00	Weekly		34	08/09/2019	Regular	313.77
02 Regular	19.10	20.00	382.00	155.00	2,960.50				Federal (S/1)	30.02	521.19	
04 Sick	0.00	0.00	0.00	50.00	955.00				OASDI	23.68	242.74	
									Medicare	5.54	56.78	
									State (S/1)	8.99	138.97	
Check Totals:		20.00	382.00	205.00	3,915.50		0.00	0.00		68.23	959.68	
Y, WU - 6 - XXX-XX-5544 -						000.00	Weekly		35	08/09/2019	Regular	725.47
01 Salary	0.00	0.00	1,000.00	0.00	2,000.00				Federal (S/0)	157.00	721.00	
02 Regular	0.00	30.00	0.00	130.00	3,000.00				OASDI	62.00	248.00	
									Medicare	14.50	58.00	
									State (S/0)	41.03	191.09	
Check Totals:		30.00	1,000.00	130.00	5,000.00		0.00	0.00		274.53	1,218.09	
Company						4 Checks	4 EMPLOYEES					1,407.58
01 Salary	0.00	0.00	1,000.00	0.00	8,850.00	D0 Direct Deposit - N	572.01	572.01	Federal	291.67	2,503.21	
02 Regular	0.00	120.00	1,547.50	805.00	13,105.00				OASDI	157.94	1,358.41	
04 Sick	0.00	0.00	0.00	50.00	955.00				Medicare	36.94	317.69	
									State	81.36	701.93	
										567.91	4,881.24	

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#Sample Client

Check Register (S109)	
Check Date :	08/09/2019
Period Range :	07/28/2019-08/03/2019
Week Number :	Week #32

Employee Name		Social Security Number		Salary	Frequency		Check Number	Check Date	Check Type	Net Check	
Earnings Description	Rate of Pay	Current Hours	Current Amount	YTD Hours	YTD Amount	Deductions Description	Current Amount	YTD Amount	Taxes Description	Current Amount	YTD Amount
									ER OASDI	157.94	1,358.41
									ER MEDICARE	36.94	317.69
									ER FUI	15.28	131.45
									T-SUI	25.48	219.11
										235.64	2,026.66
Company Totals:		120.00	2,547.50	855.00	22,910.00		572.01	572.01	Total Tax Liability	803.55	6,907.90

#Sample Client

Check Reconciliation (S214)	
Check Date :	08/09/2019
Period Range :	07/28/2019-08/03/2019
Week Number :	Week #32

<i>Employee ID Name</i>	<i>Check Type</i>	<i>Date</i>	<i>Check Number</i>	<i>Direct Deposit</i>	<i>Net Amount</i>
Account # 12345					
3 Hawthorne, Stephanie	Regular	8/09/2019	33		368.34
4 Kelly, Leonard	Regular	8/09/2019	34		313.77
6 Y, WU	Regular	8/09/2019	35		725.47
1 Joseph, Lisa	Regular	8/09/2019	Direct Deposit	572.01	NET CHECK
Total for account :				572.01	1,407.58

Company Totals

Net Payroll Checks :	3	1,407.58
Net Direct Deposit :	1	572.01
Partial Direct Deposit :	0	0.00
Manual Checks :	0	0.00
Void checks :	0	0.00
3rd Party Checks :	0	0.00
Agency Checks :	0	0.00
Agency Checks DD :	0	0.00
Agency Checks Void :	0	0.00
Tax Deposit Checks :	0	0.00
Tax Deposit Checks Void :	0	0.00
Billing Checks :	0	0.00
Total :	4 Items	1,979.59

#Sample Client

Direct Deposit/Electronic Funds Transfer (S211)

Check Date :	08/09/2019
Period Range :	07/28/2019-08/03/2019
Week Number :	Week #32

Employee ID Name	Seq No	ABA Number	Account Number	Type	Deposit Amount	In Prenote
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Joseph, Lisa - 1 - 613-64-6431

DD01 211383736 XXXX5697 Checking 572.01 Net Check N

Employee Totals **572.01**

Company Totals

Deposit Total:	572.01
# of Checking Transactions:	1
# of Savings Transactions:	0
# of Pre-note Transactions:	0
# of Employees:	1

#Sample Client

Department Summary (S109)	
Check Date :	08/09/2019
Period Range :	07/28/2019-/08/03/2019
Week Number :	Week #32

Employee Name		Social Security Number				Salary	Frequency		Check Number	Check Date	Check Type	Net Check
Earnings Description	Rate of Pay	Current Hours	Current Amount	YTD Hours	YTD Amount	Deductions Description	Current Amount	YTD Amount	Taxes Description	Current Amount	YTD Amount	
XXX-XX-5544 - 6 - Y, W						1000.00	Weekly		35	08/09/2019	Regular	725.47
01 Salary	0.00	0.00	1,000.00	0.00	2,000.00				Federal (S/0)	157.00	721.00	
02 Regular	0.00	30.00	0.00	130.00	3,000.00				OASDI also known as FICA	62.00	248.00	
									Medicare	14.50	58.00	
									State (S/0)	41.03	191.09	
Check Totals:		30.00	1,000.00	130.00	5,000.00		0.00	0.00		274.53	1,218.09	
XXX-XX-6431 - 1 - Joseph, Lisa						0.00	Weekly		-99999918 Memo	08/09/2019	Regular	0.00
02 Regular	17.25	40.00	690.00	165.00	2,846.25	D0 Direct Deposit - N	572.01	572.01	Federal (M/1)	48.93	182.79	
									OASDI	42.78	176.47	
									Medicare	10.01	41.28	
									State (M/1)	16.27	62.02	
Check Totals:		40.00	690.00	165.00	2,846.25		572.01	572.01		117.99	462.56	
XXX-XX-8346 - 3 - Hawthorne, Stephanie						0.00	Weekly		33	08/09/2019	Regular	368.34
02 Regular	15.85	30.00	475.50	145.00	2,298.25				Federal (S/0)	55.72	266.73	
									OASDI	29.48	142.50	
									Medicare	6.89	33.31	
									State (S/0)	15.07	72.55	
Check Totals:		30.00	475.50	145.00	2,298.25		0.00	0.00		107.16	515.09	
XXX-XX-4684 - 4 - Kelly, Leonard						0.00	Weekly		34	08/09/2019	Regular	313.77
02 Regular	19.10	20.00	382.00	155.00	2,960.50				Federal (S/1)	30.02	521.19	
04 Sick	0.00	0.00	0.00	50.00	955.00				OASDI	23.68	242.74	
									Medicare	5.54	56.78	
									State (S/1)	8.99	138.97	
Check Totals:		20.00	382.00	205.00	3,915.50		0.00	0.00		68.23	959.68	
Company						4 Checks	4 EMPLOYEES					1,407.58
01 Salary	0.00	0.00	1,000.00	0.00	8,850.00	D0 Direct Deposit - N	572.01	572.01	Federal	291.67	2,503.21	
02 Regular	0.00	120.00	1,547.50	805.00	13,105.00				OASDI	157.94	1,358.41	
04 Sick	0.00	0.00	0.00	50.00	955.00				Medicare	36.94	317.69	
									State	81.36	701.93	
										567.91	4,881.24	

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#Sample Client

Department Summary (S109)	
Check Date :	08/25/2017-1
Period Range :	08/13/2017 TO 08/19/2017
Week Number :	Week #34

Employee Name		Social Security Number		Salary	Frequency		Check Number	Check Date	Check Type	Net Check	
Earnings Description	Rate of Pay	Current Hours	Current Amount	YTD Hours	YTD Amount	Deductions Description	Current Amount	YTD Amount	Taxes Description	Current Amount	YTD Amount
									ER OASDI	157.94	1,358.41
									ER MEDICARE	36.94	317.69
									ER FUI	15.28	131.45
									SUI	25.48	219.11
									Employer Portion	235.64	2,026.66
Company Totals:		120.00	2,547.50	855.00	22,910.00		572.01	572.01		803.55	6,907.90

#Sample Client

Tax Liability Report (S247)	
Check Date :	08/09/2019
Period Range :	07/28/2019-08/03/2019
Week Number :	Week #32

<i>Tax Type</i>	<i>Rate</i>	<i>Tax ID</i>	<i>Wages</i>	<i>Amount</i>	<i># EE's</i>	<i>Frequency</i>
Federal Taxes						
Federal	-----	00000000	2,547.50	291.67		4 Semi-Weekly
EE OASDI	0.062000	00000000	2,547.50	157.94		4 Semi-Weekly
EE Medicare	0.014500	00000000	2,547.50	36.94		4 Semi-Weekly
ER OASDI	0.062000	00000000	2,547.50	157.94		4 Semi-Weekly
ER Medicare	0.014500	00000000	2,547.50	36.94		4 Semi-Weekly
COBRA Credit	-----	00000000	-----			4 Semi-Weekly
Total 941 Liabilities without COBRA (N/A - please disregard term)				681.43		
Total 941 Liabilities with COBRA				681.43		
ER FUI	0.006000	00000000	2,547.50	15.28		4 Quarterly
Total Federal Taxes				696.71		
State Withholding						
State Withholding		123456789	2,547.50	81.36		4 Quarterly
Total State Withholding				81.36		
Employer SUI Withholding						
SUI	0.010000	123456789	2,547.50	25.48		4 Quarterly
Total Employer SUI				25.48		
Total Employee Taxes				567.91		
Total Employer Taxes without COBRA				235.64		
Total Tax Liability without COBRA				803.55		
Total Tax Liability				803.55		
Total Tax Liability with COBRA				803.55		
Regular checks						
				1,407.58		
Manual checks						
				0.00		
3rd Party Checks						
				0.00		
Void Checks						
				0.00		
Direct Deposit Checks						
				572.01		
Total Net Payroll				1,979.59		
Agency Checks						
				0.00		
Agency Checks DD						
				0.00		
Agency Checks Void						
				0.00		
Billing Impound						
				30.80		
Total Workers Comp						
				0.00		
Total Payroll Liability				2,813.94		
Tax Deposit Checks		Tax deposit to be made by Eagle Payroll Service, Inc.				
Tax Deposit Checks Void		Tax deposit to be made by Eagle Payroll Service, Inc.				
Total Check/Direct Deposits				2,010.39		
Total Direct Deposits				572.01		
Total Amount Debited from your Account before Credit applied				1,406.36		
Total Amount Debited from your Account after Credit applied				1,406.36		

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Please Circle (Y) to pay the normal salary amount

Please circle (N) to stop the normal salary amount

If there is an adjustment to the salary amount, please make a note next to the employee.

#Sample Client

TimeSheet-Next Payroll (S351)	
Check Date :	08/16/2019
Period Range :	08/04/2019-08/10/2019
Frequency :	Weekly
Call in Date	08/30/17

Contact Name:

Phone Number:

Employee Name, Status Emp #, SSN, Hire Date	Salary	Regular Hours	Overtime Hours	Vacation Hours	Holiday Hours	Sick Hours				Fed & State Tax Over. Sched/ Earns & Deds	Notes
Y WU 6 S0/S0 08/04/2017 Salary 1000.00	(Y) N										
Joseph Lisa 1 M1/M1 01/01/2016 Rate #1 17.25		32.75								DD01 Direct Dep	---
Vasquez Anays 7 S0/S0 08/04/2017 Rate #1 25.00				40							
Hawthorne Stephanie 3 S0/S0 01/01/2016 Rate #1 15.85		40	5.5								
Kelly Leonard 4 S1/S1 01/01/2016 Rate #1 19.10		35				5					

Freq Emp Total: 5

Salaries Paid: 1

To help ensure payroll accuracy, please include pay category totals.

Report Totals	Hours Dollars									
	\$1500	132.75	5.5	40		5				

Page Totals	Hours Dollars									

Page Emp Total: 5

SB Rep:
Team:

E01 Salary	E02 Regular	E03 Overtime	E04 Sick	E05 Sick	E06 Bonus	E30t Overtime-Test
EM9t MA Memo Hours W	M01 Health Insurance ER	M02 Dental Insurance ER	M10 401K Match	CS1 Child Support #1	CS2 Child Support #2	D01 Health Insurance EE
D02 Dental Insurance EE	D10 401k	D20 Reimbursement	D99 Misc Deduction	DD01 Direct Deposit - Netp	DD02 Direct Deposit #2	DD03 Direct Deposit #3
GN1 Garnishment #1	GN2 Garnishment #2					

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