



## THE PAYROLL SERVICE DESIGNED WITH THE ACCOUNTANT IN MIND.

BROUGHT TO YOU BY THE MOST TRUSTED SOURCE IN THE ACCOUNTING PROFESSION.

MYPAY SOLUTIONS



THOMSON REUTERS



## YOUR STRATEGIC PAYROLL PARTNER

Most accounting firms agree that payroll is one of the ‘stickiest’ services that an accountant can provide to their client. When the accountant does the payroll, it’s nearly certain that the client will “stick” with him/her. Still, payroll processing is a significant commitment on behalf of the accounting firm. And it can be challenging to run a payroll processing service profitably unless the firm is fully committed to it. So, even though it’s a highly valued service, many accounting firms don’t offer it, or only do so reluctantly for their most important clients.

What if there was a way to get all the benefits of being involved with your clients’ payrolls, without the hassle or liability of actually processing them? Today there is—with myPay Solutions. myPay Solutions is the payroll processing service offering by Thomson Reuters, designed with the accountant in mind—it’s the ideal solution for accounting firms that want all the benefits of providing their clients with payroll services without the liability or hassle of processing it. You can refer your clients to myPay Solutions with confidence, knowing that their payroll processing will be efficient, convenient, and hassle-free.

You’ll also receive additional advantages when you refer your clients to myPay Solutions:

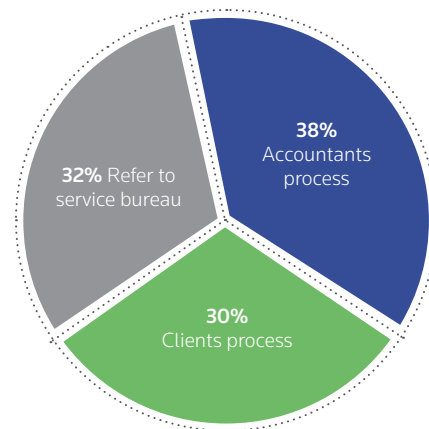
- Valuable client reporting features
- Revenue sharing opportunities
- Seamless journal entry integration with Write-Up CS™ and QuickBooks® desktop software
- Enhanced image as a full-service firm

By referring your clients to myPay Solutions, you are working with a strategic partner who will respect the fact that you have granted us the privilege to serve your clients, who will only act in your best interests and who will never compete with you for your clients’ business.

For decades, Thomson Reuters has focused exclusively on serving the tax and accounting profession. Our success has always been based only on your success.

It is our desire to be the full-service provider to the accounting profession that led us to offer myPay Solutions. In a survey of accounting professionals, we asked them how they preferred to handle their clients’ payroll.

### HOW ACCOUNTANTS PREFER TO HANDLE CLIENTS’ PAYROLLS



We found the results very interesting:

- **38%** of accountants preferred to process the payrolls for their clients—and we have a software product to assist them—Payroll CS™;
- **30%** preferred their clients do their own payroll—and our Client Bookkeeping Solution® (CBS) product line provides that functionality;
- **32%** said they prefer to outsource their clients’ payrolls to a service bureau—and we had no way to assist these accountants.

That’s when we came up with the vision of myPay Solutions—an alternative payroll processing service designed with the accountant in mind. With myPay Solutions, accountants who choose to refer their clients’ payrolls to an outside provider can do so without sacrificing service or their client relationship.

BUILT ON A HISTORY OF EXPERIENCE SERVING ACCOUNTANTS

## HOW YOUR FIRM BENEFITS FROM MYPAY SOLUTIONS

myPay Solutions enables you to be involved with your clients' payroll decision without having to deal with the complications or commitment of having to process it. Partnering with myPay Solutions means we will process the payroll for your client and handle paycheck/stub distribution, direct deposit, and tax filings. When your client's payroll is complete, we return an integrated data file and detailed payroll reports to you. With our revenue sharing model firms enjoy a dependable, and year-round revenue stream—all without the hassles and liabilities associated with payroll processing onsite.

Best of all, myPay Solutions can enhance your firm image as a full-service firm. It will put you in a position to always say "yes" to a client that may request payroll processing service. And think of the growth opportunities you can enjoy by attracting new clients. Finally, because myPay Solutions is part of an integrated suite of products and services, payroll data flows seamlessly into other CS Professional Suite applications, such as Write-Up CS, UltraTax CS™, and Practice CS™, affording you more time to work on other more lucrative service areas. With myPay Solutions the process is simple:

- We are your strategic partner. You refer selected clients to us for processing. We will never forget that the client is YOUR client. You refer selected clients to us for payroll processing.
- We provide top quality, personal payroll service to your clients.
- You receive integrated data showing details critical to your other accounting processes.
- You can participate in ongoing revenue share generated from your clients' payroll processing.
- You also receive informative client payroll reports to keep you up-to-date on the status of your clients' payroll.
- You can participate in an ongoing revenue share generated from your clients' payroll processing.

### THE MYPAY SOLUTIONS PLEDGE

WE TAKE OUR ROLE AS YOUR STRATEGIC PAYROLL PARTNER VERY SERIOUSLY. TO THAT END, WE PLEDGE THAT:

- We will never forget that the client is YOUR client.
- We will only act in YOUR best interests.
- Our only goal is to enhance the relationship you have with your client by providing top quality service. We will not do anything to jeopardize or lessen the relationship between you and your client.
- We will inform you, in a timely manner, of any issues impacting your client and their payroll or any changes to their service.
- We will never compete with you for your clients' business.
- We will provide you with the appropriate journal entries that can be integrated into your CS Professional Suite® Accounting software.
- We will provide you with ongoing payroll reports for all your myPay Solutions clients.
- We will share with you a percentage of the revenue generated from your clients' payroll processing.



## A PAYROLL SERVICE FOR YOUR CLIENTS THAT WORKS FOR YOU

WHETHER OR NOT YOU CURRENTLY OFFER PAYROLL SERVICES, MYPAY SOLUTIONS CAN PROVIDE TANGIBLE BENEFITS FOR YOUR FIRM.

### FOR FIRMS ALREADY PROCESSING PAYROLL

If you currently provide payroll processing, congratulations; you already realize that being involved in your client's payroll processes is one of the best services for fostering client retention that your firm can offer. Once you start processing a client's payroll, they are much more likely to remain with you and seek other services from your firm. Since you already process your client's payroll however, why would you consider switching to myPay Solutions?

- myPay Solutions can enable you to **hand-over payrolls that are complicated or are not ideal** for your in-house payroll process, while still maintaining many of the benefits of being involved in your client's payroll.
- Using myPay Solutions can allow you to aggressively **market your payroll services to attract new clients**, knowing that you can be selective about the payrolls that you will choose to process yourself.
- **Journal entry data from myPay Solutions integrates seamlessly** with other software applications within the CS Professional Suite software line.
- You can **free up resources** in your firm to work on higher margin services, while still generating a consistent and dependable revenue stream.

### FOR FIRMS NOT CURRENTLY PROCESSING PAYROLL

If you are not currently offering payroll services to your clients, then you are missing out on an opportunity to service your clients in a highly-valued capacity. Here are just a few of the many reasons you will want to consider referring your clients to myPay Solutions:

- myPay Solutions will allow you to increase client retention by performing a valuable service that your clients will come to depend upon.
- You will enhance your firm image as a full-service company offering payroll services, and potentially attract new clients to your firm for all of the services you provide.
- You will gain a trusted partner in myPay Solutions for processing your clients' payroll and a guarantee that we will never compete with you for their business.
- You can take advantage of the opportunity to generate a consistent, dependable year-round revenue stream with our revenue share opportunity.



## MYPAY SOLUTIONS—RICH FEATURES TO MEET YOUR CLIENTS' NEEDS

### COMPREHENSIVE SERVICE WITH A PERSONAL TOUCH

myPay Solutions is a comprehensive, full-service payroll service that you can be proud to offer to your clients. Here are just some of the reasons your clients will want to consider myPay Solutions:

- **Personal Service**—Our dedicated team of knowledgeable payroll professionals will provide professional, personalized service for your clients. Your clients will have specific processors assigned to their accounts whom they can contact directly—not a call center—if there are any problems.
- **Flexibility**—We can handle all types of payroll processing with any frequency your client's require—weekly, bi-weekly, semi-monthly, or monthly.
- **Easy Direct Deposit**—Our direct deposit services eliminate the risk of lost or stolen checks and make payroll processing convenient and secure. And our optional pay cards make it easy for unbanked employees.
- **Tax Filing Services**—We'll make sure required tax payments are filed on time, every time.
- **Guaranteed Compliance**—We stay on top of changing tax laws to ensure compliance.
- **Simple Pricing**—Our pricing model is simple with no hidden fees.

### PAPERLESS PROCESSING FOR CONVENIENCE AND EFFICIENCY

Our focus on the latest technology and a completely paperless process offers the maximum in convenience for your clients and enhances your firm's image as a technology savvy, progressive firm.

Our paperless payroll process leverages the power, speed, and flexibility of secure portal technology with the Internet to ensure accuracy, offer maximum convenience, and streamline turnaround time. Features include:

- **Web based data entry** for your client from a private client portal enables them to enter payroll data 24/7 from any location.
- We process the payroll and then send a **PDF of the checks** to the client's portal.
- Your clients can **print payroll checks** in the privacy and security of their own offices. Your client also saves on delivery fees and there are no worries about a delayed shipment due to holidays or bad weather.
- Your firm receives **complimentary journal entries** that flow directly to Write-Up CS and/or Quickbooks.
- Both you and your clients receive **valuable payroll reports** on a regular basis.
- Even your client's employees can have **online access to their payroll check stubs** any time of day or night through their own personal secure portal.

## MYPAY SOLUTIONS—SIMPLE, EASY TO UNDERSTAND PRICING

Our payroll packages are designed to fit the payroll service needs of most small and medium sized businesses. We have bundled everything your client needs into a single product at a simple, all-inclusive, and competitive price—there will be no “nickle and diming” for every add-on as with some companies.

### MYPAY SERVICE INCLUDES

- General Processing Services:
  - Secure Web Portal Batch Data Entry
  - Secure Web Portal Remote Check Printing
- Federal Tax Filing service and 1 State Tax Filing
- Direct Deposit
- Electronic Journal Entry for CS Professional Suite Accounting or Quickbooks® software
- myPay Payroll Web Portal Orientation
- Employee Changes
- New Hire Reporting
- Employee Self Service:
  - Employee Secure Web Portal Self Entry
  - Online Pay Stubs and W-2s
- Digitized Signature
- Digital Logo Added to Checks

### PLUS — UP TO 16 REPORTS EVERY PAYROLL

#### STANDARD REPORTS PROVIDED WITH EVERY PAYROLL:

- Cash Requirements and Deposits Report
- Condensed Payroll Journal Entry
- Depository Totals Report
- Check Register
- Earnings Report
- Payroll Tax Summary

#### OPTIONAL REPORTS AVAILABLE BY REQUEST AT NO ADDITIONAL COST:

- 8846 Worksheet
- Accruable Benefits Report
- Deduction Register
- Employee Check Record
- Employee Listing
- Journal Entry Report
- Local Withholding Worksheet
- Premium Earnings Report
- Tip Analysis Report
- Wage Register





## ADDITIONAL MYPAY SOLUTIONS SERVICES

Taking advantage of strategic alliances with several industry leaders, myPay Solutions offers a comprehensive array of payroll related services. These include:

- **Pay-as-you-go Workers Compensation Insurance**—Eliminate the need for large annual or semi-annual premium payments and the worry of unpredictable end-of-year audits. Your clients will enjoy the predictability and improved cash flow as their workers' compensation premium is calculated properly with each payroll run. Choose between Cennairus, a specialized insurance brokerage firm, or The Hartford's Payroll Alliances Center, offering an integrated pay-as-you-go Workers' Compensation premium payment solution.
- **401(k) Retirement Savings**—This web-based retirement plan solution allows small business owners to affordably offer their employees a 401(k) plan benefit, and can help you introduce a profitable new source of revenue, increase client retention, and compete with payroll giants like ADP®, Paychex®, and Fidelity®.
- **Payroll Debit Cards**—The paycard system was designed to help companies lower costs associated with issuing checks and to provide a much-needed benefit for their valued employees that don't have checking accounts. It's estimated that as much as 15-20% of the total work force in the U.S. don't have a bank account. This affordable way to pay your employees or affiliates via direct deposit, will help you lower costs associated with issuing checks and will provide a much-needed benefit for valued employees.
- **Paper Checks**—For those clients that prefer more traditional payroll, myPay Solutions can print and deliver paper checks. Checks are issued on high quality self-sealing stock and custom logos and signatures can be incorporated to help support the clients' unique corporate identity.
- **Background Checking**—Employee screening, tenant screening or volunteer screening protect your business. Take advantage of this instant, low cost, secure, web-based application that you or your clients can use to run screenings on potential employees.
- **Time and Attendance**—Featuring automatic, customizable, proactive alerts geared towards small to mid-size businesses, helping clients reap the same benefits in advanced functionality, enhanced productivity, and cutting-edge technology as their larger counterparts. This solution processes time and attendance for thousands of employees nationally in the staffing, grocery, security, retail, manufacturing and distribution industries.
- **Time Clock Integration**—Providing a complete time and attendance solution, including a proactive time clock tool that alerts you to a problem ahead of time—saving you time and money.
- **HR Services for Small to Mid-size Firms**—Small to mid-size firms have access to an affordable subscription service where many HR related tools can be accessed such as; information on hiring practices, employee laws, templates for job descriptions, employee handbooks, job description templates, and more. For an additional fee you can also set up an account to phone an HR representative.
- **HR Services for Large Firms**—Larger firms can enlist the assistance of this full-service human resources system to manage their recruiting and hiring practices, track a variety of benefits, employee position and earnings history, employee training and development, etc.



## MYPAY SOLUTIONS

To find out more about the benefits to you and your clients of partnering with myPay Solutions, please contact a myPay Solutions Sales Representative at **800.968.8900**, email us at **[Sales@myPaySolutions.com](mailto:Sales@myPaySolutions.com)**, or visit our website **[www.CS.ThomsonReuters.com/myPay](http://www.CS.ThomsonReuters.com/myPay)**.

