



Paytrak Payroll Service

Completing payroll is a necessary task that can be very time consuming. By allowing a professional service to take this job off your hands your personal time is freed up, which lets you work on ways to grow your business and develop new relationships. By way of personalized relationships and efficient service, we provide peace of mind to help small businesses succeed.

Here are some additional benefits:

1. Time and money savings with direct deposit
2. Immediate government remittances
3. Ability to complete payroll quickly and easily
4. A personal representative for your business

This set of sample reports includes:

1. Payroll Worksheet
2. Deposit Notice
3. Payroll Journal
4. Payroll Summary
5. Invoice

More information is available on our web site or contact us from the information below at your convenience.

Best regards,

Chris Jameson
Padgett Business Services
6260 Colborne St, Niagara Falls, ON, L2J 1E6
P 905-374-6622 F 905-374-3488
chris@padgettniagara.com
www.padgettniagara.com

999 - ACME SALES & MARKETING INC.

Payroll Worksheet

Payroll group: 01 **Pay period: 9** **Start date: 2007/02/11** **Batch number: _____**
Pay Date: 2007/03/02 **End date: 2007/02/17**

Employee	Subcode	Department	Rate	Factor	Hrs/Qty
0001 SMITH, ELIZABETH T	117 Regular salary	1	15.00	1.000	_____
	117 Regular salary	3	12.00	1.000	_____
	127 Commissions	2	1.00	1.000	_____
0002 BROWN, JENNY	117 Regular salary	1	14.00	1.000	_____
	121 Time and a half overtime salary	1	14.00	1.000	_____
	135 Bonus	1	1.00	1.000	_____
0003 BARNES, COLIN	117 Regular salary	3	1,500.00	1.000	1.0000
	500 Expenses reimbursing	3	0.35	1.000	_____
0004 STERLING, JOHN	117 Regular salary	3	15.00	1.000	_____

Prepared by: _____
Signature: _____

Total:
Control number:

999 - ACME SALES & MARKETING INC.

Payroll Journal

Batch 01 - 32

Period: 2007/02/04 to 2007/02/10 Pay Date: 2007/02/23

SMITH, ELIZABETH T (0001)
 44 Prince Edward Drive
 Toronto, SK M9B4E3

 Pay date: 2007/02/23
 Direct deposit:

Description	Payroll	MTD	YTD
Earnings			
Regular salary	517.50	517.50	517.50
Commissions	75.00	75.00	75.00
Total:	592.50	592.50	592.50
Standard deductions			
Employment insurance	10.67	10.67	10.67
C.P.P.	26.00	26.00	26.00
Federal income tax	99.13	99.13	99.13
Total:	135.80	135.80	135.80
Other deductions			
Charitable donations	10.00	10.00	10.00
Total:	10.00	10.00	10.00
Net pay:	446.70	446.70	446.70

BROWN, JENNY (0002)
 456 Kipling Avenue
 Toronto, ON M8X1H7

 Pay date: 2007/02/23
 Direct deposit:

Description	Payroll	MTD	YTD
Earnings			
Regular salary	532.00	532.00	532.00
Bonus	50.00	50.00	50.00
Total:	582.00	582.00	582.00
Standard deductions			
Employment insurance	10.48	10.48	10.48
C.P.P.	25.48	25.48	25.48
Federal income tax	83.89	83.89	83.89
Total:	119.85	119.85	119.85
Net pay:	462.15	462.15	462.15

BARNES, COLIN (0003)
 989 Dover Court
 Toronto, BC M7G4F5

 Pay date: 2007/02/23
 Direct deposit:

Description	Payroll	MTD	YTD
Earnings			
Regular salary	1,500.00	1,500.00	1,500.00
Total:	1,500.00	1,500.00	1,500.00
Misc Reimbursements			
Expenses reimbursing	92.75	92.75	92.75
Total:	92.75	92.75	92.75
Standard deductions			
Employment insurance	27.00	27.00	27.00
C.P.P.	70.92	70.92	70.92
Federal income tax	356.24	356.24	356.24
Total:	454.16	454.16	454.16
Other deductions			
Family support payment	50.00	50.00	50.00
Total:	50.00	50.00	50.00
Net pay:	1,088.59	1,088.59	1,088.59

STERLING, JOHN (0004)
 1602 The Kingsaw
 Toronto, NS M7H3G6

 Pay date: 2007/02/23
 Direct deposit:

Description	Payroll	MTD	YTD
Earnings			
Regular salary	600.00	600.00	600.00
Total:	600.00	600.00	600.00
Standard deductions			
Employment insurance	10.80	10.80	10.80
C.P.P.	26.37	26.37	26.37
Federal income tax	96.37	96.37	96.37
Total:	133.54	133.54	133.54
Net pay:	466.46	466.46	466.46

999 - ACME SALES & MARKETING INC.

Payroll Journal - Summary

Batch 01 - 32

Period: 2007/02/04 to 2007/02/10 Pay Date: 2007/02/23

Description	Employee amount			Employer amount		
	Payroll	MTD	YTD	Payroll	MTD	YTD
Earnings						
Regular salary	3,149.50	3,149.50	3,149.50			
Commissions	75.00	75.00	75.00			
Bonus	50.00	50.00	50.00			
Total:	3,274.50	3,274.50	3,274.50			
Misc Reimbursements						
Expenses reimbursing	92.75	92.75	92.75			
Total:	92.75	92.75	92.75			
Standard deductions						
Employment insurance	58.95	58.95	58.95	82.52	82.52	82.52
C.P.P.	148.77	148.77	148.77	148.77	148.77	148.77
Federal income tax	635.63	635.63	635.63	0.00	0.00	0.00
Employer health tax Ontario	0.00	0.00	0.00	11.35	11.35	11.35
Total:	843.35	843.35	843.35	242.64	242.64	242.64
Other deductions						
Charitable donations	10.00	10.00	10.00	0.00	0.00	0.00
Family support payment	50.00	50.00	50.00	0.00	0.00	0.00
Total:	60.00	60.00	60.00	0.00	0.00	0.00
Employee net pay:	2,463.90	2,463.90	2,463.90			
Employer total:				242.64	242.64	242.64
Total expense:				3,609.89	3,609.89	3,609.89

PayTrak Payroll Services Ltd.
 775 Pacific Rd., Unit #38
 Oakville, Ontario
 L6L 6M4
 Tel: 1-877-316-2999

INVOICE

INVOICE DATE	PAY DATE	NUMBER	CLIENT
04/03/2010	06/02/2009	24203	999

Billed To:

PAYTRAK PAYROLL SERVICES
 775 PACIFIC ROAD
 OAKVILLE, ON M8X 1C7

Delivered To:

Group	Description	Amount
1	Net pay (200)	2,711.80
2	Federal government remittances (920)	1,393.49
6	Setup fees (001)	250.00 TX
6	Base Fee Weekly Payroll (100)	25.00 TX
6	Employee Pay (104)	6.00 TX
6	Payroll data entry worksheet for a payroll batch (705)	0.00 TX
7	Courier service charges (804)	12.00 TX

Summary	
1	Net pay: 2,711.80
2	Federal remittances: 1,393.49
6	Service fees: 281.00
7	Delivery fees: 12.00
	Sub-Total: 4,398.29
	GST 14.65
	0.00
	Total: 4,412.94

Your account will be debited on 2010/03/05