



December 16, 2015

Friends and Clients:

We are thankful to you for your continued business association with us. We take pride in providing a quality service at a reasonable price. At this time, we will only make minor changes to our fee structure. These changes are effective February 1, 2016.

❖ All payroll clients:

- If you are not utilizing our online system you will see an increase in monthly cost. For semi-monthly clients this will be \$30.00 and for weekly clients it will be \$50.00. If you wish to avoid the price increase please contact Mark Posey (405.850.9296), Jim Robertson (405.275.1882 Ext 255), or Brenda Hutchcraft (405.275.1882 Ext 234).

❖ For all direct deposit / paycard employers:

- The per payroll electronic transfer fee will increase from \$5.00 to \$6.50.
- The fee for each return/resubmit item will be \$25.00 - \$75.00 depending on the time it takes to correct the issue.

Please be aware of the unique situation concerning the end of year payroll. With the holiday and weekend falling back to back some may receive checks and e-deposits later than normal. Please call us to find possible solutions to this problem.

Thank you again,

A handwritten signature in black ink, appearing to read 'Jim Robertson II'.

Jim Robertson II

A handwritten signature in black ink, appearing to read 'Scott Stobbe'.

Scott Stobbe