



We guarantee accuracy and compliance and stay abreast of payroll laws. We are certified by the **American Payroll Association** and work closely with our clients to ensure accurate record keeping and timely implementation.

Based on a consultation with you, we will design a payroll service that is optimal for your needs. Our services include:

- Calculations for Federal and all 50 states, including the District of Columbia, Puerto Rico, all localities and territories
- Customized input sheet with employees' names
- Simplified, easy to use data entry
- Seamless import of data entry hours and amounts from customized Excel worksheets
- Multiple payroll schedules; standard, bonus/commission and additional payrolls; over 20 different pay types including retroactive, tip income, and reimbursements
- Multiple state withholding and compliance reporting capability
- Free Direct Deposit
- Payroll Debit Cards
- Check printing on pre-printed checks or MICR stock
- Wide array of standard deductions and unlimited custom deductions
- Tracking and accrual of Sick, Personal and Vacation time
- Automatic reminders of due dates for tax payments and compliance reports
- Electronic payment of federal and state payroll taxes
- Filing of all quarterly and annual federal and state payroll forms, including Forms 940 & 941, state unemployment insurance, disability reporting and more
- Complete year-end W-2 and W-3 forms service and reporting
- Full range of compliance and analytical reports
- The unmatched benefit of our personal service and our trusted, professional relationship with you
- Full-service 401(k) retirement plan solutions

Payroll service bureaus are notorious for their "nickel and dime" charges. They charge you for every single item—whether it's generating a simple re-run, to just printing W-2s. That's not the way SBS/Nova works. We offer a very simple, all-inclusive fee structure for all the payroll services we provide. No extra fees for reruns, no unexpected extras.

smart business services
serving Northern Virginia
Washington DC Metro
Baltimore MD Metro

866-541-5111