

CoastalPayroll

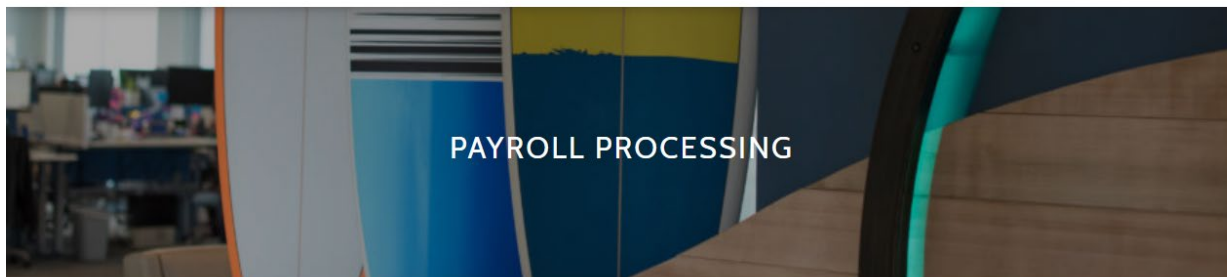
Coastal Payroll Services launched our services with one simple idea - employers deserve world class customer service from their payroll provider.

Over the years, we've expanded our services beyond payroll, but payroll services remain at the core of what we do. We help keep employers in compliance with the constantly changing world of wage and hour laws and tax compliance. Our payroll specialists are your guide to help navigate these often murky waters while our payroll software helps you run your business more efficiently and provides you access to critical employment data at all times.

Our core payroll services include:

- **Payroll Processing**
 - iSolved
 - Direct Deposit/ Pay Card/ Check Signing
- **Payroll Reporting**
 - Restaurant Payroll
 - Workers Comp
- **Benefit Accruals**
- **Garnishment Management**
- **Tax Management**





- OVERVIEW
- PAYROLL REPORTING**
- FEATURES
- GENERAL LEDGER
- GARNISHMENT MANAGEMENT
- TAX MANAGEMENT

Restaurant Payroll

Take the pain out of managing the complexities of wage, tip and reporting for your restaurant.

Our restaurant payroll service includes allocated tip reporting, tip-to minimum validation, shortfall reports and the FICA tip credit report. We will make it easy for you to ensure that you are meeting your IRS requirements.



Allocated Tip Reporting

A lot of employers of restaurants or bars operate tips in an aggregated fashion. Payday is the time to reward your employees with this extra incentive. Tips, though, are not excluded from taxes, and getting busted brings a hefty penalty. Let us take the burden of reporting the proper data to the IRS for you.

Shortfall Reports

Unfortunately, some of your employees do not receive adequate funds from wages alone to cover their taxes and voluntary deductions. We utilize shortfall reports to identify if there is a situation of the sorts that needs further attention. Reason being, the employer is responsible for recovering these funds through payroll processing...don't be left in the dark!

FICA Tip Tax Credit Report

We'll ensure you receive the tax credit you deserve for a portion of the FICA taxes you pay on employee tips. It adds up, potentially hundreds of dollars each year per employee! Coastal Payroll guarantees accurate filing of the FICA tax credit Form 8846 using data already compiled in payroll.

Tip-To-Minimum Validation

Coastal Payroll's system verifies the wages paid to your staff and the tips reported comply with minimum wage requirements. Just another way we work together to avoid trouble!



Payroll Reporting

You will gain real-time access to your company's current payroll reports in our iSolved HCM platform.

You can access historical payroll reports and records at any time. Reports are stored in PDF format for easy retrieval and storage.

Standard payroll reports include the following:

- Payroll Register, Payroll Summary with Cash Requirements, Department/Labor reports, Tax Liability Summary, Benefit Accruals, Check/Direct Deposit Registers, and many more
- iSolved is prebuilt with hundreds of payroll reports. If your needs warrant additional reports, our Report Writer allows you to customize and build reports from any data element in the system. Here, you can combine payroll, human resources, and benefits data and report on all aspects of your workforce, with both PDF and Excel export capabilities!

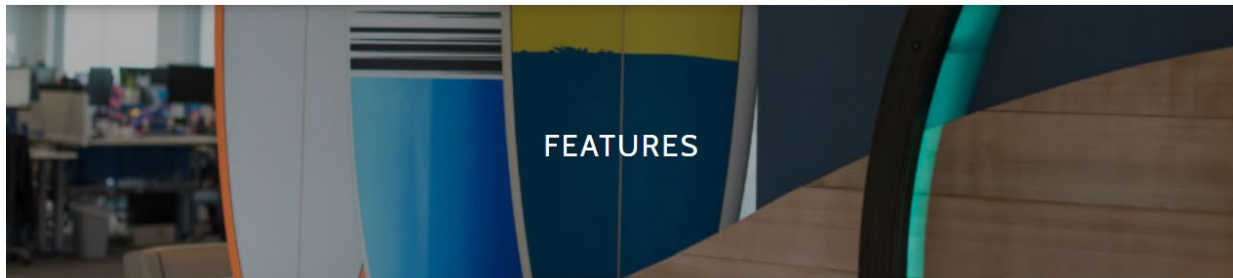
Pay As You Go Workers Compensation

This service calculates and deducts Workers' Compensation premiums on a per payroll basis.

It eliminates the need for large lump sum payments at the beginning of the plan year and eases the hassle of year-end audits. This plan allows for better cash flow management and eliminates check writing and down payments. Coastal Payroll offers this program through many major insurance carriers.

Workers Compensation Management

Workers Compensation audits are performed annually by most insurance carriers and it is important for employers to easily report on workers compensation eligible wages and classification codes. Coastal Payroll provides reporting that allows employers to track workers compensation premiums each payroll. Simply provide your workers compensation classification codes and rates and your reports will generate with each payroll.



Benefit Accruals

Managing your employee paid-time-off benefits is simple with Coastal Payroll's platform.

We can manage any type of benefit accrual from sick, vacation, floating holiday or PTO...we've seen them all! We'll even assist you with defining or modifying your benefit accruals. Our software automates the accrual process - we build the policy, accrual rates, limits and the system takes care of the rest. Each payroll you will receive accrual reports showing hours earned, used, available balances, and the dollar value of the liability for your accounting ledgers.

Better yet, our software allows your employees to submit time off requests electronically. Managers receive emails notifying them of time off requiring review, the approval/denial is performed in our software and email notifications occur for each status change. We even offer time off calendars to inform managers and administrators of upcoming days off for staff.

Let our team take care of the work.

Direct Deposit & Check Signing

Coastal Payroll offers full direct deposit and check signing services.

We also offer Pay Cards for your employees who may not have bank accounts, allow them to also participate in direct deposit.

To preserve the security of your payroll information, all of our checks are pressure-sealed before packaging. We



General Ledger

General Ledger contains all the accounts for recording transactions relating to a company's assets, liabilities, owners' equity, revenue, and expenses.

The G/L works as a central repository for accounting data transferred from all subledgers or modules like accounts payable, accounts receivable, cash management, fixed assets, purchasing, and projects. General Ledger is the backbone of any accounting system which holds financial and non-financial data for an organization.

With Coastal Payroll, you can seamlessly apply payroll information into the general ledger. Our G/L interface provides you, or your accountant, online access to payroll data with every payroll. Our software guides you through a one-time set up process. This process maps the accounts and determines how the payroll is applied to the general ledger. You can even post earnings, taxes, and deductions to multiple accounts.

Save Time: Avoid having to re-input data from Coastal Payroll's reports into your software. A simple importable file is generated for your convenience!

Stay Accurate: Numbers can be quite delicate. Between calculating and transferring data, values can go missing or end up being miscalculated.

Account	Balance	Debit	Credit
1000 Cash	100000		
1010 Accounts Receivable	50000		
1020 Inventory	20000		
1030 Prepaid Expenses	10000		
1040 Property, Plant, and Equipment	100000		
1050 Accumulated Depreciation		50000	
2000 Accounts Payable		50000	
2010 Accrued Liabilities		10000	
2020 Deferred Revenue		10000	
3000 Equity	100000		
3010 Common Stock	100000		
3020 Retained Earnings			100000
4000 Revenue			100000
4010 Sales Revenue			100000
5000 Expenses		100000	
5010 Cost of Sales		50000	
5020 Selling Expenses		10000	
5030 Administrative Expenses		10000	
5040 Depreciation Expense		10000	
5050 Interest Expense		10000	
5060 Income Tax Expense		10000	



Tax Management

Coastal Payroll provides tax management services to employers in all 50 states. Our tax experts stay on top of the constantly changing tax laws in all states and keep you compliant.

We offer three levels of tax filing services:

- **Fully Outsourced Tax Management** - With our fully outsourced tax service, payroll tax liabilities are debited and paid to agencies each pay period. CPS is responsible for the accuracy of all payroll tax returns.
Benefit: In the ever-changing world of tax laws and regulations, you can rest assured at night that your tax monies are being handled properly and securely.
CPS is bonded and is SSAE 16 Type II certified. This provides our clients the highest level of protection of their tax funds.
- **Signature Ready Tax Checks** - Signature ready tax checks are produced each payroll period. This service offers clients the flexibility to manage their own tax deposits. CPS creates the tax checks paid to the order of the proper agency, and the client is responsible for their timely deposit. The quarterly and annual returns are created for the client, and await their final signature.
Benefit: This allows our clients to retain control over their tax funds. Some employers want this control and we are happy to provide it.
- **Client Managed Tax Process** - Tax liability reports are created and the client handles all tax deposits and returns. In this scenario, the client is completely responsible for creating the checks and tax returns to the proper authority.

Most federal and state agencies are moving to electronic payment of payroll taxes and electronic filing of tax returns, thus making the management of payroll taxes by employers more difficult. The vast majority of our clients utilize our Fully Outsourced Tax Management services and understand the benefit of avoiding navigating the complexities of payroll tax rules on their own.