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STANDARD PAYROLL FEE SCHEDULE - 2025

WEEKLY				BI-WEEKLY / SEMI-MONTHLY				MONTHLY			
Base = \$ 20.00				Base = \$ 28.00				Base = \$ 33.00			
# OF EMPLOYEES	FEE	# OF EMPLOYEES	FEE	# OF EMPLOYEES	FEE	# OF EMPLOYEES	FEE	# OF EMPLOYEES	FEE	# OF EMPLOYEES	FEE
1	\$22.00	41	\$122.50	1	\$30.00	41	\$130.50	1	\$35.00	41	\$135.50
2	\$24.00	42	\$125.00	2	\$32.00	42	\$133.00	2	\$37.00	42	\$138.00
3	\$26.00	43	\$127.50	3	\$34.00	43	\$135.50	3	\$39.00	43	\$140.50
4	\$28.00	44	\$130.00	4	\$36.00	44	\$138.00	4	\$41.00	44	\$143.00
5	\$30.00	45	\$132.50	5	\$38.00	45	\$140.50	5	\$43.00	45	\$145.50
6	\$32.00	46	\$135.00	6	\$40.00	46	\$143.00	6	\$45.00	46	\$148.00
7	\$34.00	47	\$137.50	7	\$42.00	47	\$145.50	7	\$47.00	47	\$150.50
8	\$36.00	48	\$140.00	8	\$44.00	48	\$148.00	8	\$49.00	48	\$153.00
9	\$38.00	49	\$142.50	9	\$46.00	49	\$150.50	9	\$51.00	49	\$155.50
10	\$40.00	50	\$145.00	10	\$48.00	50	\$153.00	10	\$53.00	50	\$158.00
11	\$42.00	51	\$147.50	11	\$50.00	51	\$155.50	11	\$55.00	51	\$160.50
12	\$44.00	52	\$150.00	12	\$52.00	52	\$158.00	12	\$57.00	52	\$163.00
13	\$46.00	53	\$152.50	13	\$54.00	53	\$160.50	13	\$59.00	53	\$165.50
14	\$48.00	54	\$155.00	14	\$56.00	54	\$163.00	14	\$61.00	54	\$168.00
15	\$50.00	55	\$157.50	15	\$58.00	55	\$165.50	15	\$63.00	55	\$170.50
16	\$52.00	56	\$160.00	16	\$60.00	56	\$168.00	16	\$65.00	56	\$173.00
17	\$54.00	57	\$162.50	17	\$62.00	57	\$170.50	17	\$67.00	57	\$175.50
18	\$56.00	58	\$165.00	18	\$64.00	58	\$173.00	18	\$69.00	58	\$178.00
19	\$58.00	59	\$167.50	19	\$66.00	59	\$175.50	19	\$71.00	59	\$180.50
20	\$60.00	60	\$170.00	20	\$68.00	60	\$178.00	20	\$73.00	60	\$183.00

EMPLOYEES > 20, ADD \$2.00 PER EMPLOYEE

EMPLOYEES > 41, ADD \$2.50 PER EMPLOYEE

OTHER FEES

SETUP	\$150 - UP TO 40 EMPLOYEES \$200 - 41+ EMPLOYEES	* Please note that employees who are added too close to payday may be considered late and subject to a processing fee. Please send employees as soon as they start their employment to avoid this charge.
RECORDS OF EMPLOYMENT NEW EMPLOYEE LATE EMPLOYEE ADDITION COURIER**	\$7.00 / EMPLOYEE - EFILED \$2.00 or \$2.50/ EMPLOYEE \$15* \$25.00**	
T4 PREPARATION	\$100.00 BASE FEE + \$2.00 PER SLIP	** Courier charges are subject to change at any time as per their third party pricing and policies.
STOP PAYMENT	\$20.00	GROSS UP
REJECTED DIRECT DEPOSIT	\$20.00	\$20 BASE FEE + \$5.00 / EMPLOYEE
PRIORITY PAYMENT - NEXT DAY	\$15.00	EXTRA REPORTS
NON-SUFFICIENT FUNDS	\$150.00	WCB REPORTS
		\$5.00 / BATCH \$0.00