

Payroll Submission Form/Invoice with Payment

Summary of timesheets being submitted for the care of:

For the pay period of: _____ to _____

Wages

<u>Employee Name</u>	<u>Hourly Rate of Pay</u>	<u>Total Hours</u>	<u>Gross Payroll</u>
Total Payroll			
Add 25% for: Employer Tax, Work Comp/Ins., ESSL and FSE Fee			*1.25
Total Due for Payroll Wages			

Mileage

<u>Employee Name</u>	<u>Mileage Rate</u>	<u>Total Miles</u>	<u>Total Amount</u>
Total Mileage			
Add 2% for FSE Fee			*1.02
Total Due For Mileage			

Purchases

<u>Date</u>	<u>Description of Purchase</u>	<u>Total Amount</u>
Total Purchases		
Add 2% for FSE Fee		*1.02
Total Due for Purchases		

Visit us at www.anewdirection.info to make a payment
using PayPal or Credit Card
or Call to Set-Up Auto Debit from Your Checking Account
or Mail a check or Money Order to

A New Direction
PO Box 128
St. Joseph, MN 56374
Fax: 888-400-3238

**Total Payment
Due**



PayPal



Square

