

Investment Summary

Town of Lysander

Created Date: 07-14-2026

Quote Number: Q-2227726

Prepared by:

Michael Russell

Sales Representative

Executive Mid-Market Sales Consultant

mjrussel@paychex.com

+1 9546107741

Prepared for:

Linda Pease

lpease@townoflysander.com

Per Pay Period - Bi-Weekly	Units	Rate / Unit	Total
Paychex Flex® Select			
Paychex Flex® Select - Per Payrun Fee	1	\$41.25	\$41.25
Paychex Flex® Select - Per Check Fee	33	\$2.26	\$74.42
General Ledger Reporting Service - Per Payrun Fee	1	\$4.40	\$4.40
Advanced Custom Interface- General Ledger Per Payrun	1	\$4.95	\$4.95
Paychex Flex® HR Administration - Base Fee	1	\$10.00	\$10.00
Paychex Flex® HR Administration - Per Check Fee	33	\$0.74	\$24.36
Report Writer - Per Payrun Fee	1	\$7.70	\$7.70
Workers' Compensation Report-Per Payrun Fee	1	\$3.30	\$3.30
Enhanced Support - Per Payrun Fee	1	\$2.10	\$2.10
Enhanced Support - Per Check Fee	33	\$0.12	\$3.96
		Total	\$176.44

Monthly Fees	Units	Rate / Unit	Total
Paychex HR Essentials - Base Fee	1	\$205.00	\$205.00
Paychex HR Essentials - Per Employee Fee	28	\$3.50	\$98.00
10 Year Best Practice Criminal Package	1	\$180.00	\$180.00
Paychex Flex® Onboarding - Per Worker Fee	33	\$0.92	\$30.20
Paychex Flex® Onboarding - Base Fee	1	\$30.50	\$30.50
Paychex Flex Time - Per Employee Fee	33	\$3.20	\$105.68
Paychex Flex Time Kiosk App w Face ID	1	\$80.00	\$80.00
Paychex Flex® Time Mobile Module - Per Employee Fee	33	\$0.58	\$19.06
Lease-Paychex P6000 Proximity Time Clock, HID	1	\$74.25	\$74.25
		Total	\$822.69*

*Paychex Flex® Time has a monthly minimum fee of \$105.

Annual Fees	Units	Rate / Unit	Total
Year End - Base Fee	1	\$102.50	\$102.50
W-2 or 1099 Processing - Per User Fee	33	\$9.00	\$297.00
Year-End Handling Base Fee	1	\$32.00	\$32.00
		Total	\$431.50

One-time Fees	Units	Rate / Unit	Total
Paychex Flex® Select - Setup Fee	1	\$0.00	\$0.00
Paychex HR Essentials - Setup Fee	1	\$750.00	\$750.00
Advanced Custom Interface - General Ledger Setup Fee	1	\$250.00	\$250.00
Paychex Flex® HR Administration - Setup Fee	1	\$275.00	\$275.00
Paychex Flex® Onboarding - Setup Fee	1	\$275.00	\$275.00
Paychex Flex Time - Setup Fee	1	\$0.00	\$0.00
Time Clock Delivery	1	\$25.00	\$25.00
		Total	\$1,575.00

First year total \$16,466.06

Annual total \$14,891.06

The Fees and/or discounts quoted in this Investment Summary are valid for thirty (30) days from the creation date.

Investment Summary Package

Paychex Flex® Select

Talent Management

- HR Library
- Onboarding Tasks

Payroll and Financial Support

- Payroll Processing
- Payroll Tax Service (Taxpay®)
- Flexible Employee Pay Options

Workforce Management

- Analytics and Reports
- General Ledger Report
- New Hire Reporting
- Labor Compliance Poster Kit
- Employment and Income Verification Service

Employee Experience

- Enhanced Employee Mobile Experience
- Learning Management System (LMS)
- Corporate Events Calendar
- Cashflow Assistance (FinFit®)
- 401(k) Report
- Retirement Plan Summary Report

Investment Summary Package (continued)

Paychex HR Essentials

Service and Support

- HR Advisor Team
- Safety specialist

Workforce Management

- Labor posters
- Employee handbook
- HR resource library

Talent Management

- Best practices support for:
 - Job descriptions and interviewing
 - Employee relations
 - Performance, training, and development
 - Terminations

Risk Management

- Workplace safety program (OSHA)
- Best practices support for:
 - Employment laws and regulations
 - Employee classifications
 - Leaves of absence
 - Accommodations

Employee Benefits

- Employee assistance program (EAP)
- Employee discounts

Notations

Product / Billing

- This is a proposal only. The Fees quoted are estimates and your actual Fees may vary based on your payroll frequency, number of workers, and actual products or services selected. The information contained in this proposal is confidential and proprietary and should not be shared with anyone outside your company. Unless otherwise agreed to in writing by the parties: (1) Fees may change as set forth in the service agreement; and (2) promotions begin and expire according to the terms of the promotion.
- Totals displayed do not include sales tax where applicable.
- First 5 employees are waived within the HR Essentials - Per Employee Fee. After 5 employees, each additional employee is charged at a rate of \$3.50 per employee per month.
- Paychex Employee Screening: Pricing for your customized Employee Screening solution will be provided after an assessment is completed by an Employee Screening Specialist.
- Payroll Delivery: Delivery fees charged only if incurred.
- Quarter/Year End Report Delivery: Quarter/YE Report Delivery fees are not included and will be charged if a package is delivered. Additional fees will apply.
- Per Pay Period Fees quoted above are based on information provided by the Client and will change without notice if Client changes the pay frequency and/or number of workers or checks.

Implementation

- Check Signing or ReadyChex®: ReadyChex
- Direct Deposit and Taxpay®: Direct Deposit and Taxpay
- Worker's Compensation Report or Worker's Compensation Payment Service: Worker's Compensation Report
- General Ledger Report or General Ledger reporting service: General Ledger reporting service
- Paychex Flex Onboarding - 2023

Year-End Delivery

- **Note:** Please review your delivery method with your service provider before 12/31 to avoid additional charges, which may include a \$2.00 handling fee for each form printed and mailed by Paychex.
- **Online Only**
 - You and your employees will receive no physical output.
 - W2s are typically available online within the first full week of January.
- **Direct to Employee:**
 - W2s will be mailed directly to your employee's address on file. You will not receive a package.

Customer Support

- **Enhanced Support:** Multi-channel support includes phone and email with access to agents who can provide more hands-on support to your business.

Fees Billed Per Use

Fees Billed Per Use		Rate
Remote I-9 - Per Verification		\$85.00

