

zōomin
groomin Mobile Pet Spa

Payroll Overview



Zoomin Groomin Payroll

- Maintain payroll records in compliance to the law (Federal, State, and Local)
- Keep payroll records for each employee
- New hire paperwork
- I-9 separate
- Any private information must be kept in a lock secure environment
- Work week Sunday thru Saturday
- All records must be maintained throughout the terms of your Franchise agreement and seven years following
- Payroll should run about 50% of Grooming Revenue



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Work Week & Time Records

Work Week:

- All employees should be paid on a bi-weekly basis

Time Records:

- You must keep accurate detailed records of hours worked, and clients serviced per employee



Zoomin Groomin Policy

- Our policy is that you will pay all employees on time.
- We recommend that you always pay by direct deposit or check – never pay in cash.
- Never cash payroll checks for employees.

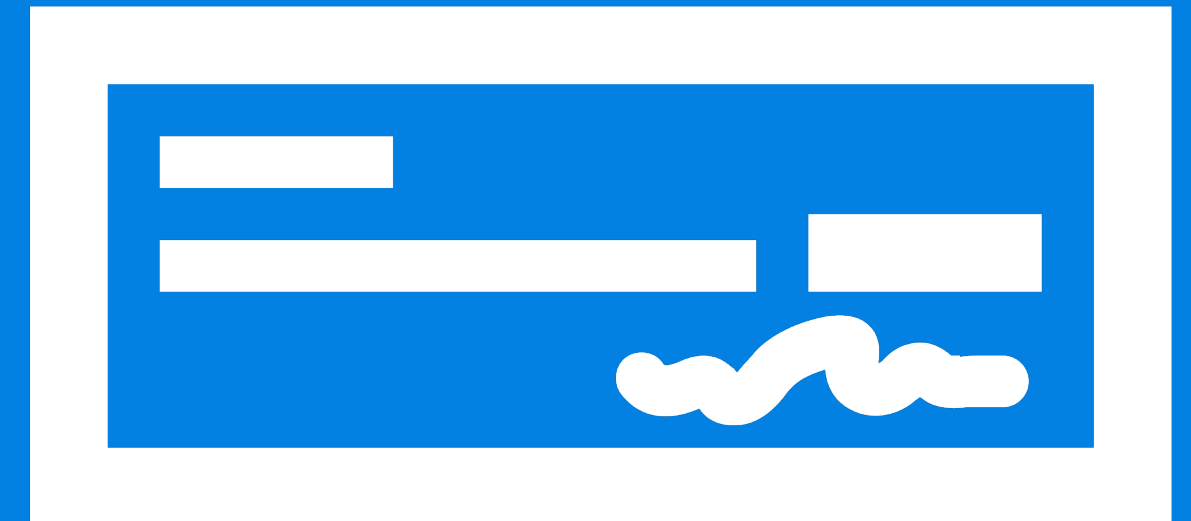


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Tax Records & Reporting

- All tax records must be kept up-to-date, and all payments must be made on time for the following:
 - Federal Income Tax
 - State Income Tax
 - Local Income Tax (if applicable)
 - All payroll taxes
 - All sales taxes (if applicable)
 - All workman's comp
 - Any other taxes, as applicable

You must pay taxes in full, when due.



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Cash Control

- We recommend that you make bank deposits the following day after it is received
- All payments for invoices should be made on time
- If you are going to be late, notify corporate.



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Profit & Loss

Profit and Loss must be submitted yearly (usually February). If we request one from you, you will have 20 days to respond.

All tax returns and records must be kept for the term of your franchise agreement and the following seven years.

