

## Company Profile

**History:** MyBackOffice (MBO) was established in 2001 by a team of HR professionals to meet the needs of small businesses and independent agents. With over 50 years of cumulative experience with HR personnel management, we understand all elements of HR management and compliance.

**Company Overview:** MyBackOffice (MBO) is an Employer Service Company (ESC) dedicated to providing small businesses and independent agents with access to health insurance, comprehensive benefits, payroll, workers' compensation, recruitment and HR support services that are usually associated with a large corporation.

The MBO business model is designed to address the needs of small businesses globally from industries such as the financial, technology and infrastructure sectors. We serve clients who employ 1 to 10 individuals; however, we are proud of our unique ability to assist businesses with fewer than 5 employees in gaining access to HR services and group benefits that many providers do not make available.

We offer services through a network of partnerships with contract staffing companies, professional employer organizations (PEOs) and payroll outsourcing companies.

At MBO, we want to give you the time and ability to focus on your business, while allowing us to concentrate on supporting your HR needs.

Additional benefits:

- Customized Programs
- Web-based Technology
- Single Point of Contact
- Remain Focused on Your Business
- Comprehensive Services, One Payment
- HR Support Services
- Payroll & Group Benefits Administration

### Product & Services Overview:

#### Quality Coverage

- Broad array of health coverage plans
- Major medical, vision & dental coverage
- Life insurance
- 401(k) plans
- Flexible spending accounts
- Health savings accounts
- Death & disability insurance

#### Administrative Services

- Payroll processing
- Direct payroll deposit
- Year-end W-2s
- Quarterly tax deposits
- State/federal taxes
- Reporting & documentation

#### Recruiting Services

- Advertise open positions
- Search online databases for qualifying prospects
- Identify & screen candidates
- Coordinate pre-employment drug tests