

The MBO Balance



CUSTOMER SERVICE	PAYROLL	TAXES	RISK MANAGEMENT/ REGULATORY COMPLIANCE *	BENEFITS ADMINISTRATION	RECRUITMENT	SUPERVISION
Enrollment	Compute Payroll*	Federal Tax Withholdings*	Workers' Compensation Insurance *	Negotiate Rates*	Attract New Employees	Submit New Hire Forms
Payroll Support	Compute Withholdings*	Federal Insurance Contributions Act (FICA) Tax*	Administer Workers' Compensation Claims*	Medical Insurance*	Screen New Employees	Track Sick Days
Benefits Support	Compute Deductions*	Federal Unemployment Tax Act (FUTA)*	Equal Employment Opportunity (EEO) Filing*	Dental Insurance*	Review Employment Applications	Track Vacation Days
HR Support	Produce Reports*	State Tax Withholdings*	Labor Law Posters*	Vision Insurance*	Check Employee References	Report Payroll
Billing	Checks/Direct Deposits*	State Unemployment Tax Act (SUTA)*	W-4: Employee's Withholding Allowance Certificate*	Section 125*	Drug Testing	Report Changes
		Reconcile Tax Accounts*	I-9: Employment Eligibility Verification	Life Insurance*	Background Checks	Employee Discipline
		Form 941: Employer's Quarterly Federal Tax Return*	Customized Employee Handbook	Disability Insurance*		Employee Termination
		Form 940: Employer's Annual FUTA Tax Return*	Unemployment Claims*	Pay Premium*		
		Form W-2: Wage and Tax Statement*	Unemployment Hearings*	401(k)*		
				Consolidated Omnibus Budget Reconciliation Act (COBRA) *		

* Performed by MBO Partner Organizations