

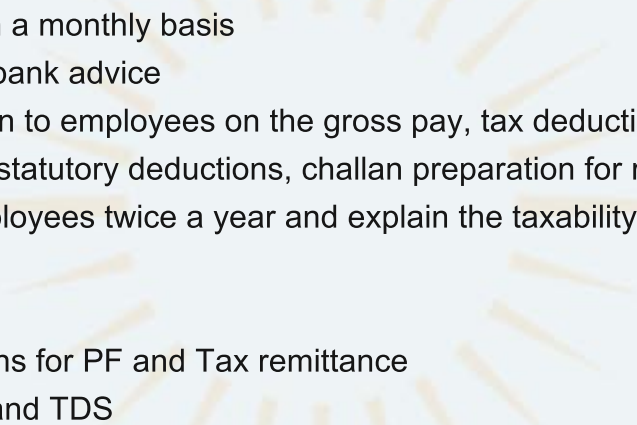
 **PAYROLL AND COMPLIANCE SERVICES**

CLIENT : **A US based IT Company in India**

BACKGROUND

Mentoris was engaged by a US based IT Company in India to do their Payroll and Compliance services.

MENTORIS'S ROLE

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- ★ To process payroll on a monthly basis
 - ★ To provide payslips, bank advice
 - ★ To provide information to employees on the gross pay, tax deductions on a periodic basis
 - ★ To provide inputs on statutory deductions, challan preparation for remittance to government
 - ★ To interface with employees twice a year and explain the taxability and investment options for tax savings
 - ★ Issue Form 16
 - ★ Compilation of challans for PF and Tax remittance
 - ★ Filing returns for PF and TDS

MENTORIS'S ADDED VALUE - BENEFITS MENTORIS BROUGHT TO THE CUSTOMER

- ★ Helped the company in taking care of the payroll part of their HR team
- ★ Helped in educating the employees on tax liabilities, investments for tax savings
- ★ Maintain employee relations by addressing all payroll related queries
- ★ Ensure all statutory compliance related to payroll was met within the deadline

PACKAGES USED **Tally / Excel**