

# MinistryWorks®

## Payroll Services Exclusively for Churches and Related Ministries

Navigating the complex world of payroll processing is a challenge for today's ministry. From maintaining salary and benefit information to filing federal, state, and local income tax withholdings, you need a simple, convenient option.

Now there's help designed specifically for churches and related ministries—MinistryWorks. A payroll solution developed by Brotherhood Mutual Insurance Company, one of the nation's top church insurance providers.

### Payroll processing can be time-consuming

MinistryWorks supports ministries by handling payroll processing and tax filing so you can focus on the primary role of your ministry.

### Outsourcing payroll services can be costly

We provide a ministry-friendly alternative. On average, MinistryWorks rates are \$2 per employee/per payroll. At year end, we only charge \$10 per employee to cover W2 and tax filing services. Use our pricing calculator at [MinistryWorks.com](http://MinistryWorks.com) for a free estimate.

### Most payroll companies don't focus exclusively on ministries

We understand that clergy and ministry tax laws are unique and we direct our resources toward understanding your ministry's payroll needs and requirements.

### Switching to MinistryWorks is easy

MinistryWorks provides one-on-one guidance every step of the way to give you a quick and seamless transition. We serve as your payroll partner from day one.

*All information shared electronically is encrypted using industry standard SSL technology.*

## Just three simple steps

1. We'll start with a payroll needs analysis, complete a few set-up forms, and decide upon a first payroll date.
2. We'll work with you to obtain the necessary payroll and tax reports from your current payroll system.
3. We'll run tests to ensure all earnings, deductions, and taxes are calculated correctly.

*"Working with MinistryWorks in this transition has really been a joy for me. They have come along side me every step of the way. You really feel like you have a partner on the other end of the line, and they've made the switch so easy. I personally have been amazed."*

Chris King, Financial Director  
Pathway Community Church



## What MinistryWorks Provides



### Payroll Processing Services

- Full service direct deposit
- Preparation of employee paychecks
- Calculation of federal, state, and local income tax withholding
- Special withholding: health insurance premiums, retirement plans
- Deductions: membership dues, charitable contributions, garnishments



### Payroll Tax Filing Services

- Collection and remittance of federal, state, and local income tax withholding
- Timely filing of federal, state, and local tax returns



### Payroll Reporting Services

- W2 reporting
- Social Security and Medicare reporting
- New hire reporting



### Annual Workers' Compensation Audit Assistance

- Report generation

Visit [MinistryWorks.com](http://MinistryWorks.com)  
or call us today 866.215.5540