

Payroll and Tax Data Security

How GTM Reassures Our Clients

Management Controls:

- All staff undergo regular security trainings to prevent unauthorized data access and maintain internal protections.
- CEO/Founder is involved in daily operations and the managers enforce the management controls that are in place.
- Management controls include daily reconciliation of banking transactions by several different employees which deter fraud and unethical behavior.
- Some of the larger corporations GTM works with, such as banks and publicly traded companies, are also concerned with the same things you are, including rigorous Data Security Controls. They too have a set of vendor standards that GTM abides by and is tested on regularly.

Disclosure/External Controls:

- GTM is routinely audited by an independent CPA firm.
- GTM is a SOC-1 compliant, independent payroll service bureau. SOC-1 compliance is an international standard developed by the American Institute of Certified Public Accountants (AICPA) that is recognized as a mark of service quality.
- We disclose to all clients on an on-going basis how they may independently verify that all tax payments are made, such as through the EFTPS system for federal tax, New York and other states.
- GTM is an approved IRS e-filing firm.
- We ensure all client agency correspondence is sent to the client's address and not to GTM. In the event of an issue, this ensures clients are notified first.
- The federal government and NYS are discussing the possibility of requiring payroll companies to be licensed. GTM has either met or exceeded the proposed level of standards.

People:

- GTM employs approximately 70 experienced and screened professionals, who collectively have more than 400 years of payroll experience. These professionals pledge confidentiality and a high level of professional ethics.
- We promote on-going staff education and many of our employees have CPP, FPC, and CPA certifications that also abide by strict payroll ethics. In addition, we have PHR certified employees as well as licensed insurance brokers.
- Members of GTM's management team reside in the community and sit on the community and national boards including a National Payroll Association.
- GTM has a corporate succession plan in place.

Longevity:

- GTM has been in the industry for more than 28 years.
- We work with more than 7,000 clients who can verify our consistency of making deposits.
- GTM processes more than \$1 billion in payroll every year for more than 44,000 employees who work for businesses and families across the country.

Financial Stability:

- GTM has a very strong balance sheet and is debt free.
- GTM owns 26,000 square feet that houses GTM's operations in the towns of Halfmoon and Glens Falls, NY.
- Our CPA firm is Wojeski and Company CPAs of Albany, NY who can comment on GTM's financial stability.
- GTM's bank is Berkshire Bank. Berkshire extends GTM credit and can also comment on GTM's financial stability.