

Payroll Services Engagement Letter

Company Name _____ EIN _____

Contact Person Name _____

Address _____

Phone _____ Email _____

PRIVACY POLICY It is the policy of Simple Accounting, to handle the information you provide us with the utmost confidentiality and care. Your personal information will only be shared with members of our firm who need to know this information in order to complete the work you have hired our firm to do. We will not disclose your personal and confidential information to anyone outside our firm without your express written permission to do so or unless we are legally required to do so. We maintain physical, electronic and procedural safeguards to protect your information. Initial below for acceptance type decline if you do not.

ENGAGEMENT OF SERVICES: You are engaging Simple Accounting to perform payroll services for the current year. Services can be cancelled with 30 days notice. At the time of cancellation all fees must be up to date. There will be additional charges if you want us to complete any payroll tax forms that have not yet been filed. Initial below for acceptance type decline if you do not.

Services to be performed include: Paycheck preparation, 941 preparation, TC-941 filed online, 33H filed online and end of the year 940/W2/W3. I also understand that a minimum of 2 days is to be allowed to process paychecks, 3 days before direct deposit can be completed. If we can complete it more quickly we will but it is not always possible. I understand I am in charge of mailing the 941 and 940. Initial for acceptance type decline if you do not.

PAYROLL TAXES & PAYCHECKS: I understand that the payroll taxes will be withdrawn from the account that I designate monthly or per payroll depending on filing instructions. The tax funds will be deposited to the correct taxing authority and do not ever get deposited into Simple Accounting's accounts. I also understand that if I choose not to do this, I am responsible for ALL tax filing reports, deposits, penalties, and fees. Initial for acceptance type decline if you do not.

W2s & END OF YEAR FILINGS will not be filed by Simple Accounting if services are cancelled prior to December 31st of any tax year unless other arrangements have been made. The payroll amounts from the calendar year need to be given to the new payroll provider and included on the W2s that are issued by their company. Initial for acceptance or type decline if not.

END OF YEAR TAX PREP: I understand that income tax preparation is separate. I can either have Simple Accounting prepare my taxes or they will give me the data to take to someone else to prepare them. The fee for tax preparation is not included in the monthly/quarterly payroll fees. Initial for acceptance type decline if you do not.

BILLING: I understand that Simple Accounting will be billing me monthly for payrolls ran and quarterly for quarterly reports that are filed. If the payment is reversed or does not clear the client agrees to a \$20 fee. If the fees are disputed the client agrees to pay the companies time to collect said fees. Any and all collections costs resulting from non clearing payment from a client shall be added to the clients amount due. Initial for acceptance or write decline if you do not.

**CANCELATION AND EARLY TERMINATION: at the time of cancellation all fees must be up to date..
Termination of this contract must be done in writing and with 30 days notice.**

FOREIGN INCOME DISCLOSURE If , at any time during the year you had an interest in or signature or other authority over a financial account, mutual fund, annuity, pension or life insurance policy held by a foreign financial entity, you must file a report giving the complete account information. Please provide the details. Initial for acceptance type decline if you do not.
