



Cindie Payroll Services Agreement

Setup		\$50	Waved
Basic		\$60	per month
Employee#	2	20	\$10 per additional employee
Total Price		\$80	per month

Per change per employee	\$10
Flat price for	\$200 Per Quarter

Required Documents for Initial Setup

1. Employee information sheet and W-4 for each employee
2. Company filing information with State and Federal
3. Account with a voided check for payroll liability payment
4. \$100 for registering payroll with State and Federal if not registered already

Ongoing Client Responsibility

1. Submission for each change
 - Employee information sheet for each employee (1 page)
 - Employee W-4 (2 pages)
2. Make no more than 1 change per quarter free
3. Pay quarterly at the end of each quarter 3/30, 6/30, 9/30 and 12/30.

Important Note:

- All changes are due by 2nd of the month for prior month payroll. Any change after 2nd of the month will go into the next month automatically.
- All changes to employee payroll must accompany the 3 pages. No change to payroll will be made without the updated W-4 and Employee information

Payroll Services Scope:

1. Calculate monthly paycheck and send a copy to client.

Monthly Federal Liabilities

2. Calculate and pay monthly 941 federal deposit
3. Report quarterly 941
4. Report annual 940

Monthly State Liabilities

5. Calculate and pay monthly 927 deposit
6. Report quarterly 927
7. Report quarterly W30
8. Report quarterly new employee

Year-end Federal Liabilities

9. General W-2 and send it to the employer and IRS
10. Generate W-3 and send it to Social Security

I here understand and agree with the above terms.

Client (Print and Signature Required)

Date