

Payroll Service Agreement

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Corporate	(Legal) Name:						Proces	ssing Center:	
Company (DBA) Name:							Former Provider:		
Owners/Shareholders:							Telephone #:		
Physical Address:							Facsimile #:		
City, State, & Zip Code:							E-mail:		
Primary Contact & Title:							Federal ID:		
Entity Type: Corporation Partnership Sole Proprietorship Other						r	New Business: □Yes □No		
Vendor Name:						Vendor Code:			
Pay Frequency: Weekly Bi-Weekly Semi-Monthly Monthly					□Other	Vendor Telephone #:			
Input Method: Weekly Bi-weekly Serii-wioi Web Reports Onl					· · · · · · · · · · · · · · · · · · ·		vendoi	AM/PM	
pat MEII	First Period Ending Day and Da			<u>, </u>	_ Oun-III	First Delivery Day and Date		First Dayaha	eck Day and Date
Davr C	M T W Th F			out Day and Date W Th F Sa	Dour C				
Day: S Date:	IVI I VV IN F	Sa	Day: S M T T	vv III r Sa	Day: S Date:	M T W Th F	Sa	Day: S M T W Date:	III F 58
	thly Weekend Rule (Sat	to Eri \ /C··~		lo Poforo / After / Leave		nooke: □Poforo □	lΛftor □		Chook #:
Seitil-Mon	uny vveekena Rule (Sat	. 10 FII.) (SUN	. to IVIOII.): LIYES LIN	io Deloie / Alter / Leav	e Holiday Ch	necks: Before D	JAILEE LIL	Leave Alone Starting	g Check #:
Dansero	minon (al) 0 5	Interest 0 C	mulata Cartt l-f	Di 404 /	LA.	Comm M//C		OF Valuations	Linglish Incomes
	rvices: (√) Services of	interest & Co	mpiete Contact Info.	Plan 401 (к)	Comp W/C	1.	25 Voluntary	Health Insurance
Benefit's	Lontact					Accountant Contact			
Name:	"					Contact Name:			
Telephone					Firm:				
Facsimile:					Telephone #: Facsimile #			Facsimile #:	
Your Conv	ersion Appointment is se	et for: M 7	W Th F _		at	AM / PM		Client Initial's	
									ltom Totala
	oloyee Count:		W Th F _	1	Conversat	tion Fees		One time Set-up	Item Totals
	Base Processing	_ Current Ac	ctive Employee Coun	\$	Conversat	tion Fees se Setup Fee		One time Set-up \$150.00	\$
	Base Processing Tax Filing	Current Ac		\$ \$	Conversate Payroll Base Payroll Set	tion Fees se Setup Fee tup per employee		One time Set-up \$150.00 \$1.00 per employee	\$ \$
	Base Processing Tax Filing Delivery	Current Ad \$2.50 Per A Method:	ctive Employee Coun	\$ \$ \$	Conversat Payroll Base Payroll Set Prevailing	tion Fees se Setup Fee tup per employee Wage Setup Fee		One time Set-up \$150.00 \$1.00 per employee \$150.00	\$ \$ \$
	Base Processing Tax Filing Delivery Laser Signature	\$2.50 Per A Method: \$3.50 + .40	ctive Employee Coun	\$ \$ \$	Conversate Payroll Base Payroll Set Prevailing Time & Att	tion Fees se Setup Fee tup per employee Wage Setup Fee endance Setup Fee		One time Set-up \$150.00 \$1.00 per employee \$150.00 \$250.00	\$ \$ \$ \$
	Base Processing Tax Filing Delivery Laser Signature Seal Checks	\$2.50 Per A Method: \$3.50 + .40 \$.20 each	ctive Employee Coun dditional Entity each	\$ \$ \$ \$	Conversat Payroll Base Payroll Set Prevailing	tion Fees se Setup Fee tup per employee Wage Setup Fee endance Setup Fee		One time Set-up \$150.00 \$1.00 per employee \$150.00	\$ \$ \$ \$ \$
	Base Processing Tax Filing Delivery Laser Signature Seal Checks Direct Deposit	\$2.50 Per A Method: \$3.50 + .40 \$.20 each \$7.00 + .40	ctive Employee Coun dditional Entity each	\$ \$ \$ \$ \$	Conversate Payroll Base Payroll Set Prevailing Time & Att	tion Fees se Setup Fee tup per employee Wage Setup Fee endance Setup Fee		One time Set-up \$150.00 \$1.00 per employee \$150.00 \$250.00	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$
	Base Processing Tax Filing Delivery Laser Signature Seal Checks Direct Deposit Agency Check	\$2.50 Per A Method: \$3.50 + .40 \$.20 each \$7.00 + .40 \$1.50 each	ctive Employee Coun dditional Entity each	\$ \$ \$ \$ \$ \$	Conversate Payroll Base Payroll Set Prevailing Time & Att	tion Fees se Setup Fee tup per employee Wage Setup Fee endance Setup Fee		One time Set-up \$150.00 \$1.00 per employee \$150.00 \$250.00	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$
	Base Processing Tax Filing Delivery Laser Signature Seal Checks Direct Deposit	\$2.50 Per A Method: \$3.50 + .40 \$.20 each \$7.00 + .40	ctive Employee Coun dditional Entity each	\$ \$ \$ \$ \$ \$ \$	Conversate Payroll Base Payroll Set Prevailing Time & Att	tion Fees se Setup Fee tup per employee Wage Setup Fee endance Setup Fee		One time Set-up \$150.00 \$1.00 per employee \$150.00 \$250.00	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$
	Base Processing Tax Filing Delivery Laser Signature Seal Checks Direct Deposit Agency Check	\$2.50 Per A Method: \$3.50 + .40 \$.20 each \$7.00 + .40 \$1.50 each	ctive Employee Coun dditional Entity each	\$ \$ \$ \$ \$ \$ \$ \$	Conversate Payroll Base Payroll Set Prevailing Time & Att	tion Fees se Setup Fee tup per employee Wage Setup Fee endance Setup Fee		One time Set-up \$150.00 \$1.00 per employee \$150.00 \$250.00	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$
	Base Processing Tax Filing Delivery Laser Signature Seal Checks Direct Deposit Agency Check	\$2.50 Per A Method: \$3.50 + .40 \$.20 each \$7.00 + .40 \$1.50 each	ctive Employee Coun dditional Entity each	\$ \$ \$ \$ \$ \$ \$ \$ \$	Conversate Payroll Base Payroll Set Prevailing Time & Att	tion Fees se Setup Fee tup per employee Wage Setup Fee endance Setup Fee		One time Set-up \$150.00 \$1.00 per employee \$150.00 \$250.00	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$
	Base Processing Tax Filing Delivery Laser Signature Seal Checks Direct Deposit Agency Check	\$2.50 Per A Method: \$3.50 + .40 \$.20 each \$7.00 + .40 \$1.50 each	ctive Employee Coun dditional Entity each	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Conversat Payroll Bas Payroll Set Prevailing Time & Att Journal En	se Setup Fee tup per employee Wage Setup Fee endance Setup Fee try Set-up		One time Set-up \$150.00 \$1.00 per employee \$150.00 \$250.00	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$
	Base Processing Tax Filing Delivery Laser Signature Seal Checks Direct Deposit Agency Check EE Self Service	\$2.50 Per A Method: \$3.50 + .40 \$.20 each \$7.00 + .40 \$1.50 each \$25 each	ctive Employee Coun dditional Entity each	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Conversat Payroll Bas Payroll Set Prevailing Time & Att Journal En	tion Fees se Setup Fee tup per employee Wage Setup Fee endance Setup Fee trry Set-up		One time Set-up \$150.00 \$1.00 per employee \$150.00 \$250.00 \$150.00	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$
	Base Processing Tax Filing Delivery Laser Signature Seal Checks Direct Deposit Agency Check EE Self Service	\$2.50 Per A Method: \$3.50 + .40 \$.20 each \$7.00 + .40 \$1.50 each	ctive Employee Coun dditional Entity each	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Conversat Payroll Bas Payroll Set Prevailing Time & Att Journal En	tion Fees se Setup Fee tup per employee Wage Setup Fee endance Setup Fee trry Set-up	□Check #	One time Set-up \$150.00 \$1.00 per employee \$150.00 \$250.00 \$150.00	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$
Total Emp	Base Processing Tax Filing Delivery Laser Signature Seal Checks Direct Deposit Agency Check EE Self Service	\$2.50 Per A Method: \$3.50 + .40 \$.20 each \$7.00 + .40 \$1.50 each \$25 each	ctive Employee Coun dditional Entity each	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Conversat Payroll Bas Payroll Set Prevailing Time & Att Journal En	tion Fees se Setup Fee tup per employee Wage Setup Fee endance Setup Fee trry Set-up	□Check #	One time Set-up \$150.00 \$1.00 per employee \$150.00 \$250.00 \$150.00	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$
Total Emp	Base Processing Tax Filing Delivery Laser Signature Seal Checks Direct Deposit Agency Check EE Self Service Total P	\$2.50 Per A Method: \$3.50 + .40 \$.20 each \$7.00 + .40 \$1.50 each \$.25 each	dditional Entity each	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Conversat Payroll Bas Payroll Set Prevailing Time & Att Journal En	tion Fees se Setup Fee tup per employee Wage Setup Fee endance Setup Fee trry Set-up	□Check #	One time Set-up \$150.00 \$1.00 per employee \$150.00 \$250.00 \$150.00	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$
Total Emp	Base Processing Tax Filing Delivery Laser Signature Seal Checks Direct Deposit Agency Check EE Self Service Total P cessing Services Time & Attendance	\$2.50 Per A Method: \$3.50 + .40 \$.20 each \$7.00 + .40 \$1.50 each \$.25 each ay Period	dditional Entity each each	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Conversat Payroll Bas Payroll Set Prevailing Time & Att Journal En	tion Fees se Setup Fee tup per employee Wage Setup Fee endance Setup Fee trry Set-up	□Check #	One time Set-up \$150.00 \$1.00 per employee \$150.00 \$250.00 \$150.00	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$
Total Emp	Base Processing Tax Filing Delivery Laser Signature Seal Checks Direct Deposit Agency Check EE Self Service Total P cessing Services Time & Attendance ACA Reporting	\$2.50 Per A Method: \$3.50 + .40 \$.20 each \$7.00 + .40 \$1.50 each \$.25 each ay Period \$3.50 per er \$250.00 Set	dditional Entity each	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Conversat Payroll Bas Payroll Set Prevailing Time & Att Journal En	tion Fees se Setup Fee tup per employee Wage Setup Fee endance Setup Fee trry Set-up	□Check #	One time Set-up \$150.00 \$1.00 per employee \$150.00 \$250.00 \$150.00	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$
Total Emp	Base Processing Tax Filing Delivery Laser Signature Seal Checks Direct Deposit Agency Check EE Self Service Total P cessing Services Time & Attendance ACA Reporting New Hire Report	\$2.50 Per A Method: \$3.50 + .40 \$.20 each \$7.00 + .40 \$1.50 each \$.25 each ay Period \$3.50 per er \$250.00 Set \$3.25 each	each each mployee per month up + \$6.50 each	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Conversat Payroll Bas Payroll Set Prevailing Time & Att Journal En	tion Fees se Setup Fee tup per employee Wage Setup Fee endance Setup Fee trry Set-up	□Check #	One time Set-up \$150.00 \$1.00 per employee \$150.00 \$250.00 \$150.00	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$
Total Emp	Base Processing Tax Filing Delivery Laser Signature Seal Checks Direct Deposit Agency Check EE Self Service Total P cessing Services Time & Attendance ACA Reporting	\$2.50 Per A Method: \$3.50 + .40 \$.20 each \$7.00 + .40 \$1.50 each \$.25 each ay Period \$3.50 per er \$250.00 Set \$3.25 each	dditional Entity each each	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Conversat Payroll Bas Payroll Set Prevailing Time & Att Journal En	tion Fees se Setup Fee tup per employee Wage Setup Fee endance Setup Fee trry Set-up	□Check#	One time Set-up \$150.00 \$1.00 per employee \$150.00 \$250.00 \$150.00	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$
Total Emp	Base Processing Tax Filing Delivery Laser Signature Seal Checks Direct Deposit Agency Check EE Self Service Total P cessing Services Time & Attendance ACA Reporting New Hire Report	\$2.50 Per A Method: \$3.50 + .40 \$.20 each \$7.00 + .40 \$1.50 each \$.25 each ay Period \$3.50 per er \$250.00 Set \$3.25 each	each each mployee per month up + \$6.50 each	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Conversat Payroll Bas Payroll Set Prevailing Time & Att Journal En	tion Fees se Setup Fee tup per employee Wage Setup Fee endance Setup Fee trry Set-up	□Check #	One time Set-up \$150.00 \$1.00 per employee \$150.00 \$250.00 \$150.00	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$
Total Emp	Base Processing Tax Filing Delivery Laser Signature Seal Checks Direct Deposit Agency Check EE Self Service Total P cessing Services Time & Attendance ACA Reporting New Hire Report	\$2.50 Per A Method: \$3.50 + .40 \$.20 each \$7.00 + .40 \$1.50 each \$.25 each ay Period \$3.50 per er \$250.00 Set \$3.25 each	each each mployee per month up + \$6.50 each	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Conversat Payroll Bas Payroll Set Prevailing Time & Att Journal En	ition Fees se Setup Fee tup per employee Wage Setup Fee endance Setup Fee try Set-up versation Fees ACH Debit	□Check #	One time Set-up \$150.00 \$1.00 per employee \$150.00 \$250.00 \$150.00	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$