



Puget Sound Paychecks, LLC

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Terms of Service

I appreciate the opportunity to provide payroll services to your firm. To ensure an understanding between us, this letter sets forth the terms of our engagement as well as the nature and limitations of my services to you.

Payroll Calculation Services

We will:

1. Calculate payroll for your employees and contractors
2. Calculate federal and state payroll tax deposits
3. Prepare federal and state payroll tax forms as required
4. Prepare Form W-2

Our responsibility

Beginning on the month you specify, we will run payroll for your company on the pay frequency you specify. We will set up new employees and contractors for payroll on an as needed basis using the information from documents that we provide.

We will inform you of the amount and due date of your payroll tax payments and filings and prepare and submit them or assist you in making them as you prefer.

Your responsibility

You will provide us with payroll information on a timely and periodic basis, including hours worked, pay rates, employee status, and benefits information. You will provide us promptly with updated and corrected information as needed.

You must maintain sufficient funds in your bank account to cover payroll expenses and related tax liabilities. You will be charged an exceptions fee if there are insufficient funds in your account when payroll or payroll taxes are due.

Payment and Filing Services

You may authorize us to make payments and filings for you. To do so, a principal officer or partner of your business must sign the Form 8655 and Electronic Services Authorization form and return them to us for filing. If you authorize us to pay your employees or contractors electronically, you must ask each of them to sign a Direct Deposit Authorization and retain it in your files.



By giving us access to your bank account, you authorize us to make payroll, contractor and payroll tax payments and filings on your behalf, and you will be bound by them as though you had made them yourself. Typically, we will send payment transactions through the Automated Clearinghouse (“ACH”) Network. You agree that these payment transactions will be governed by the ACH Rules as in effect from time to time, and that each entry we make on your behalf will be authorized, timely, for an amount due and owing, and will not violate the laws of the United States.

Alternatively, we may agree to print and mail checks for you which you will sign, or provide you the information to write your own checks and we will provide you with standard paystubs.

Our fees

The base price for payroll service for up to five employees is \$76.50 per pay cycle. That means if the employee is paid once per month then the monthly cost is \$76.50 per month. If the employee is paid twice per month, the cost is \$153.00 per month. The basic price is based on up to five employees and/or contractors. Each additional employee adds \$1.13 per pay cycle. An additional fee for out of cycle checks or advances will be charged at an hourly rate of \$55 per hour.

Services not provided

We will not audit or verify the information that you provide to us. If an amount appears unusual, we will call it to your attention. However, we are not responsible for the detection of errors, irregularities, theft, fraud or illegal acts. We do not provide legal services.

Approvals

We are pleased to have you as a payroll client and hope that this will begin a long and pleasant association. Each of us, however, retains the right to terminate this engagement at any time. Please date and sign a copy of this letter and return it to us to acknowledge your agreement with the terms of this engagement.

Sincerely,

Joseph Labrum