

DAVID S. BABOIAN, CPA

PROFESSIONAL CORPORATION

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www.baboiancpa.com

Agreement for Payroll Processing Services

Payroll Services Provided: We will process your payroll, payroll tax returns, payroll tax deposits, employee paystubs, cash requirements reports, New Hire reports, Residency Certificates, and year-end forms including W-2's, 940, and reconciliations based on information that you provide.

Payroll Processing Fees: Fees are based upon complexity and the number of employees. Fees shall be fully disclosed on our invoice. Fees charged for payroll processing do not include audit representation or responses to correspondence from taxing authorities. In the event of our human or mechanical error, we will correct the error at no charge and pay any resulting penalties.

Taxpayer Responsibilities: You agree to provide us with accurate and complete payroll information for which you have supporting documentation of hours worked. You agree to review completed paystubs, reports, and tax returns for accuracy. You agree to maintain a sufficient bank account balance to fund the required paychecks, payroll taxes, and our payroll processing fees. Alternatively, you agree to notify us immediately if a sufficient bank account balance is not available in order for us to attempt to cancel your related payroll or tax deposit.

Privacy Policy: The nature of our work requires us to collect certain nonpublic personal information about you and your employees from various sources. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with you. Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to any third party without your express permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access.

***** Authorization for Electronic Payments & Filings:** I hereby authorize David S. Baboian, CPA, PC to act as my payroll processor and to electronically file all Federal, PA, and Local payroll tax returns. As payroll processor, David S. Baboian, CPA, PC will: 1) Initiate direct deposit paychecks to my company's employees via debit from my designated company bank account, 2) Initiate payroll-related tax payments via debit from my company's designated bank account, and 3) Initiate debits from my company's designated bank account for payroll processing fees due to David S. Baboian, CPA, PC for each pay period.

***** Insufficient Funds Policy:** If you will not have sufficient funds, we are able to cancel a debit payment from your bank account with adequate advance notice... usually 48 hours before the scheduled payment but the required time frame will vary. Due to the critical nature of payroll payments, our 3rd party software vendor provides mandatory overdraft protection on all payments with the exception of IRS payments. The cost of this service is \$100 or more per use and the advanced funds need to be repaid asap to avoid further costs. **Better solution: arrange overdraft protection with your bank instead.**

*** Optional Separate Bank Account for Payroll:

We recommend opening a separate "Payroll checking account" if any of these circumstances apply: a) you sometimes struggle to fund payroll or related taxes, or b) you have been late with payroll tax payments more than once. **ADVANTAGES...** taxes are automatically set aside each paydate, fewer record keeping steps, avoid IRS late penalties, avoid NSF fees. **DISADVANTAGES...** monthly bank fees for new bank account, you need to transfer funds from General Checking to Payroll Checking each pay day. Most companies with more than a few employees are using this flawless system to manage payroll related cash flows.

Signatures. By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities and that you understand our responsibilities in processing your payroll as explained above. This agreement shall remain in effect until written notification by either party to the contrary.

Employer Name: X _____

Authorized Signer's Name (Printed): X _____

Authorized Signature: X _____ Date: X _____

Payroll service provider: David S. Baboian, CPA, PC

Authorization for Payroll Related Electronic Payments

I understand and accept the following conditions in relation to direct deposit and/or electronic tax payments from my payroll account:

1. In the case where the payroll provider is unable to withdraw from my bank account to cover direct deposit paychecks and/or electronic tax payments, I agree that I am financially responsible for paying the amount due, plus any related processing fees, collection fees or similar charges.
2. I allow the payroll service provider to perform business credit checks for my company.

Business Name: _____

Client Name (print): owner _____

Client Signature: _____

Date: _____

Employer name: _____

Employer confidential email for payroll communications: _____

Employee email directory

Paystubs will be received by email

Name	Email
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____