



Dear Client:

We appreciate the opportunity of working with you regarding your Payroll needs. To ensure a complete understanding between us, we are setting forth the pertinent information about the services that we will perform on your behalf.

**We will record and prepare documents based off the information presented**

We will record and prepare payroll documents based off the information that you present to us in the specified time sheet format. We will make no audit or other verification of the data you have submitted and we will perform our services under the assumption that all the information you submit to us is true, complete and accurate according to documents and other information retained in your files (particularly regarding reimbursable expenses, medical, and other deductions). You should retain all necessary written support and documentation should it be required by an IRS examination at a later date. We reserve the right to withdraw from this engagement if requested information is not received in a reasonable period of time. We will furnish you with questionnaires and/or worksheets to guide you in gathering the necessary information. If you prefer to assemble data in your own organized manner, please do so. Complete and organized data will assist us in keeping our fee to a minimum.

**We will use professional judgment**

We will use our professional judgment to resolve any questions involving application or interpretation of the law, especially as it pertains to tax and payroll matters. We will resolve such questions in your favor if there is reasonable justification for it. You have the final responsibility for the financial statements and other documentation provided from our services. You should review all your documents carefully before you approve them.

**Final Documents for Tax and Business Purposes**

Remember that one of the most important part of the final resulting records, your payroll information, is that these allow you to properly and completely file the required documents for your employees (and depending on the services you have chosen, contractors). We expect to be informed of any important transactions you may be entering or any important business decisions. It is important that we be able to reflect major (and minor) changes and activities in your business applicable to your payroll. The questions you ask us before you make decisions could result in large fees for our services, and our time will be billed at our standard rates for payroll matters.

**Fees and Payment**

*Setup Fees:*

- Setup of a New Client (No previous payroll run)                   \$100
- Setup of a Payroll Client in Mid-Year                                   \$250

- Meaning that you have already run payroll with another company in the current year

Payroll “Run” Fees: (SWC will run your payroll for you)

*Please Note: SWC will not run payroll without a minimum of a **five business day lead time** between the end of your pay period and the pay date of your payroll run.*

- Payroll charge if SWC “runs” your payroll \$55

Monthly Maintenance Fees:

- Minimum Monthly Maintenance \$50
  - You handle inputting the employee and contractor time (Online)
  - This fee is waived if SWC is doing your payroll “runs”
- Extra Employees Monthly Maintenance (On both “SWC runs” and “You run” payroll options)
  - Each Additional Employee above 5 \$5

Year End Forms:

- W-2s and 1099s will be electronically submitted to the Federal & State agencies as a part of your payroll service. Copies will be issued to you to distribute to your employees and contractors.
  - W-2s Per Each Employee \$5
  - 1099s Per Each Contractor \$5

***Please Note: There is a \$50 Minimum on 1099s & W-2’s***

You will be charged for out-of-pocket expenses and reasonable costs of collection incurred on your behalf. Our invoices are payable by monthly retainer via credit card. A Payroll must be run minimum of once a month to maintain the above listed prices for payroll. The setup fees and the first months payroll run will be collected in advance at the time of the signing of this engagement letter. In fairness to our clients who pay promptly we charge a late payment service charge on all accounts unpaid after 30 days from billing date at the rate of 2% (2 percent) per month on all delinquent balances. Any dispute over fees may be submitted for resolution by arbitration in at our sole discretion. Any collection fees will be added to your outstanding invoices and are payable in full to consider your account in good standing and settled with SWC.

Your fees for monthly payroll processing are due at the end of each month for that month’s work. Your fees must be paid by a monthly recurring charge via ACH using our ACH authorization form.

**Notice**

Either party must provide 30 days notice if the service is to be terminated. This length may be changed under extreme circumstances (i.e. disaster, bankruptcy, etc.)

**Privacy**

As your CPA, we collect information provided by you from your information, worksheets, documents and discussions and information that we develop as part of the engagement. We are required to keep all information about our engagement confidential so we will not make any disclosure about you unless we have your approval or are required/permitted by law. This applies even if you are no longer a client. We are committed to safekeeping of your confidential information and we maintain physical, electronic, and procedural safeguards to protect it.

**General**

Your original records, which will be returned to you, comprise the backup and support for your income tax returns. Our records and files are our property and not a substitute for your own records. Our firm destroys client files after a retention period of seven (7) years, after which time these items will no longer be available. Also, catastrophic events or physical deterioration may result in our records being unavailable.

**Receipt of your information**

You will have your choice as to how you wish to receive your records. You can choose to have your information provided to you via e-mail, or physical print-outs.

We are pleased to have you as a client and look forward to a long and mutually satisfying relationship. If the above fairly sets forth your understanding, please sign on the line below and return it to us. No Work will begin until payment as agreed and this letter have been returned to the SWC Offices in Scottsdale. This letter will be in effect regarding our engagement until superseded by a subsequent understanding.

The Staff of SWC Business Enterprises, PC

\_\_\_\_\_

Approved by Owner / Other / Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

(Business Name)

\_\_\_\_\_

Date

**A List of what Forms will be needed to Set up Your Account:**

This is a list of information that will be sent to you after you decide to work with SWC for your payroll needs. We need ALL appropriate information returned BEFORE we can begin working on your payroll.

Employee / Contractor Setup Forms

- Contractor Package for any contractors
- Employee Package for any Employees
- Employer Package for the employer
- 2848 Power of Attorney for the employer
- 285 Power of Attorney for the employer
- AZ New Hire Form for any newly hired employees

Overall Setup Information

- ACH Authorization Form on File
- Signed Engagement Letter
- Voided Check for the Business Account from which you want payroll wages & taxes withdrawn

**ACH AUTHORIZATION FORM**

\_\_\_\_\_  
Client Name (Owner)

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Business Name on the Account

\_\_\_\_\_  
Telephone Number (Best)

**ACCOUNT INFORMATION**

Bank Name: \_\_\_\_\_

Bank Routing/Transit Number: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

This Authorization is for a:      Single ACH or Recurring ACH (Circle One)

**COPY OF VOIDED CHECK**

**CUSTOMER AUTHORIZATION TO ACH/DEBIT**

Client Authorizes SWC Business Enterprises, PC to ACH/Debit any recurring SWC charges on the above listed account.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_