



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.

Responsibilities of Tax Goddess Business Services, PC

We will file the following forms on your behalf:

- 940
- 941
- W-2
- W-3

We will complete the following forms and return to you for mailing:

- A1-QRT
- UC-018
- A1-R

Responsibilities of the client

Tax Goddess Business Services, PC is not a human resources firm. Therefore, we will not be responsible for E verify requests or Arizona new hire forms. You would be responsible for filing and maintaining said forms along with any other government requirements deemed to be human resources in nature. If you have any questions as to what other items you may be required to maintain we would be happy to direct you to our human resources professional services firm.

Fees and Payment

Setup Fees/One-Time 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
- Non-Arizona set up per state \$150

Payroll “Run” Fees: (Tax Goddess Business Services, PC will run your payroll for you)

*Please Note: Tax Goddess Business Services, PC 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 Tax Goddess Business Services, PC “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 Tax Goddess Business Services, PC is doing your payroll “runs”
- Extra Employees Monthly Maintenance (On both “Tax Goddess Business Services, PC 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 Tax Goddess Business Services, PC.

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.

Peace of Mind Guarantee (READ CAREFULLY)

Tax Goddess Business Services assumes that you do not, ever, want to deal with the IRS or other government agencies. We handle all returns in such a manner that it is highly unlikely that you will ever receive such correspondence. However, the IRS and other state agencies do randomly select tax returns for what they call "random audits." In the rare instance that you are contacted by the IRS, or any state agency, we offer our Peace of Mind Guarantee so that you will never need to worry, stress, or deal with the hassles. For \$159 per return you get 4 hours per year of hassle free communication on your behalf with whom ever has contacted you. These 4 hours per year can be used in the situation of an audit, a simple IRS notice, or even questions/other communications you may have received from these agencies.

If you choose not to purchase this coverage, this engagement does not include responding to inquiries by any governmental agency or tax authority. If your filings are selected for examination or audit or any other issue or request, you may request that we assist you in responding to such inquiry. In that event, we would be pleased to discuss providing assistance to you under the terms of a separate engagement letter for that specific purpose and at our normal hourly rates.

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 Tax Goddess Business Services, PC Offices in Scottsdale. This letter will be in effect regarding our engagement until superseded by a subsequent understanding.

Signature

Date

Approved by Owner / Other / **Print** Name

(Business Name)

PEACE of MIND GUARANTEE (page 3) at a cost of \$159.00

Signature YES

Signature NO

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 Tax Goddess Business Services, PC 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

Overall Setup Information

- ACH Authorization Form on File
- Signed Engagement Letter (denoting Peace of Mind Guarantee choice)
- Voided Check for the Business Account from which you want payroll wages & taxes withdrawn
- Copies of any licenses, account numbers, or other setup information you have previously obtained

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: Recurring ACH

COPY OF VOIDED CHECK

CUSTOMER AUTHORIZATION TO ACH/DEBIT

Client Authorizes Tax Goddess Business Services, PC to ACH/Debit any recurring Tax Goddess Business Services, PC charges on the above listed account.

Client Signature: _____

Date: _____