



Payroll powered by:



Payroll Services Agreement



Between Millennial Mountain Corp, Inc., hereinafter "Payroll City and _____ hereinafter "Client."

1. TERM

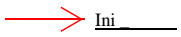
- a. The term for this contract shall be continuous from the date this document is executed until terminated in writing, unless otherwise specified here.

2. SERVICES AND FEES

- a. Client authorizes Payroll City to provide payroll services, including check calculations, check printing, payment of payroll taxes, filing of payroll reports in behalf of Client and other payroll related activities. Client authorizes Payroll City to debit their bank account for taxes, direct deposits, and fees.
 - i. **OPTIONAL NO TAX PAY-** If this box is checked, Client **does not** opt for Payroll City to make tax deposits. Client will be responsible for all tax deposits and tax reporting. Payroll City will not debit Client's account for taxes, but will debit for service fees as they incur. Payroll City will provide Clients with quarterly reports. Client understands additional charges may apply when opting out of tax pay.
- b. Services can be added or deleted either verbally or in writing. Verbal changes and/or instructions regarding payroll processing or services are binding. Additional services may increase fees. Payroll City base fees are charged for every *scheduled* payroll regardless of whether an actual payroll run occurs.
- c. Any credit earnings or interest earned on funds deposited by Client with Payroll City will be for the benefit of Payroll City.

3. CLIENT RESPONSIBILITIES

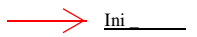
- a. Accuracy- Completeness and accuracy of all information is the responsibility of the Client. The Client understands that they may edit, review, and update information online. Client certifies that information is accurate at the time of submission to Payroll City. The Client may have Payroll City enter payroll information but it remains the responsibility of the Client to review all final payroll reports for accuracy. Payroll information is considered accurate unless Client informs Payroll City otherwise within one (1) business day. This includes but is not limited to employee information, earnings, deductions, accruals, company and other information. Client must regularly compare all reports on credits or debits initiated by Payroll City to Client's records and promptly notify Payroll City of any discrepancies.
- b. Tax Notices- Client is responsible to notify Payroll City immediately upon becoming aware of any payroll related tax notices, letters or changes including but not limited to rate changes, payment frequency, reporting requirements, etc. Failure to do so may result in additional costs and/or penalties.



- c. Insufficient Funds (NSF)- Client guarantees that all payroll funds will be available and released in their bank account at the time of payroll submission to Payroll City. ***If good funds are not available, Client agrees to pay a fee of \$100 plus 2% of the debit amount, and a fee of \$50 for each funded direct deposit.*** Client acknowledges that insufficient funds may prevent federal and state tax deposits and/or direct deposit paychecks. Client also agrees to reimburse Payroll City for all such NSF items, plus associated costs, including but not limited to, additional interest and attorney fees.

- i. Client understands Payroll City will disperse collected funds in the following order of priority:
 - 1) Payroll City fees
 - 2) Direct deposits
 - 3) Tax Payments

- d. Setup and ongoing payroll services- Client shall provide Payroll City with all documentation that Payroll City requires to perform its responsibilities. Payroll City may process payroll, but cannot make tax payments until the Client has provided the appropriate agency identification numbers. Failure to provide Payroll City with the correct and timely information may result in late payments, tax filing penalties, interest and additional charges, including additional Payroll City fees.



- e. Missing or inactive tax IDs- Payroll City will charge an additional \$50 per payroll if Client has missing or invalid tax ID numbers or if an account is not properly activated or set up with the appropriate taxing agency.

- f. Authorized Contacts- Client will inform Payroll City of all authorized personnel who may speak with Payroll City regarding their account. Client is responsible for managing web access accounts utilizing the Payroll City online system.
- g. Submission time frame- Unless otherwise specified, payroll information must be submitted by 3:30 MST at least one day prior to the check date. If Client utilizes direct deposit, this submission time frame will be advanced to 4 banking days. See Section 4 below.
- h. Authorizations- By executing this contract, the Client authorized Payroll City to schedule and make direct debits from Client's designated bank account for payrolls, taxes, direct deposits and payments for its services. Client agrees to provide Payroll City with proper documentation to arrange and make direct payment ACH fund transfers and all necessary employee direct deposit fund transfers as applicable. Client authorizes Payroll City to perform duties for and in behalf of the Client according to industry standards and applicable law. Client authorizes Payroll City to verify available funds by speaking directly with their designated bank.
- i. ACH- Client agrees to adhere to NACHA rules and requirements.

4. DIRECT DEPOSIT REQUIREMENTS

- a. Client understands that utilizing the direct deposit option requires advance funding and may be subject to the acceptance of Client's credit and the approval of the Originating Depository Financial Institution (ODFI) and/or its agent that will be originating instructions on Payroll City's behalf. Client agrees to the terms of this agreement and the terms and conditions of the ODFI and/or its agent and services will begin on the implementation date and will continue until terminated.
- b. **All payroll information must be provided by 3:30 MST at least four banking days in advance of the payroll date.** Timeframe excludes weekends and all banking holidays. The timeframe can be shortened if client provides Payroll City with a drawdown authorization or a pre-funded account. Failure to submit timely may result in delayed direct deposits and/or checks.
- c. At Payroll City's sole option, Client may be required to fund a payroll file by wire transfer (drawdown). The Client will be responsible for payment of wire transfer charges which may be assessed by Payroll City or Client's bank. Payroll City will, and Client hereby authorizes Payroll City to initiate debits or reverse wire transfers to Client's bank account prior to each pay date for Client's payroll and credit the bank accounts of Client's employees and others to be paid by Client by direct deposit payment on the pay date (a "Payee"), all in compliance with the operating rules of the National Automated Clearing House Association and the terms and conditions hereof.
- d. Client will also obtain a written authorization (Direct Deposit Authorization) from any Payee prior to the initiation of the first credit to the account of such Payee and shall provide upon demand a copy of such written authorization to Payroll City. Client will indemnify and hold Payroll City harmless from any and all claims or loss associated with incorrect depository or account information (including, but not limited to liabilities, legal costs, expenses, incidental, consequential, or punitive damages).

5. REFUND/ADJUSTMENTS.

- a. Any refunds/adjustments will not be processed by Payroll City until verification is available that good, collected and the final funds from Client are in Payroll City's account.

6. DEFAULT; TERMINATION.

- a. Payroll City shall have the right, at its option, to terminate this Agreement immediately without prior notice to Client if (a) Client's Account is not funded as required by this Agreement and as a result any debit to Client's Account is returned to Payroll City or ODFI and/or its agent; (b) Client fails to pay any sum due to Payroll City due hereunder or perform any obligation required to be performed hereunder; (c) Client files or has filed against it a petition for bankruptcy or becomes insolvent or has a substantial portion of its property become subject to levy, execution or assignment; (d) ODFI and/or its agent notifies Payroll City that it is no longer willing to originate debits and credits for Client for any reason; (e) Payroll City's agreement with ODFI and/or its agent is terminated. If Payroll City terminates this Agreement, Payroll City's obligation under this Agreement shall cease and Payroll City's sole responsibility to Client shall be to return to Client any payroll funds then held by Payroll City after the deduction of all fees and expenses due Payroll City, ODFI and/or its agent.

7. HOLD HARMLESS

- a. Client agrees to hold Payroll city, its parent Company and/or affiliates, harmless in the event of penalties, fines, and/or assessments resulting from errors or omissions on the part of the Client, or Client's payees, employees, or

agents. This includes inaccurate payroll submissions, inaccurate or late tax payments that Client is required to make, failure to report errors or discrepancies timely, insufficient funds, incomplete or erroneous information.

- b. Payroll City employees do not provide legal advice. Client acknowledges that conversations with Payroll City employees are not to be construed as legal advice.

8. INDEMNIFICATION; LIMITATIONS

- a. **INDEMNIFICATION** Client shall indemnify and hold harmless Payroll City from and against any loss, liabilities, claims or damages, including attorneys' fees, arising from any breach by Client of the terms and conditions of this Agreement or any fraudulent or dishonest acts or omissions of Client or Client's Payees, employees or agents involving Client use of the Service.
- b. **REIMBURSEMENT** Client acknowledges that Payroll City is acting solely in the capacity of data processing agent and is not a source of funds for Client. Client shall be liable for each debit initiated by Payroll City, whether by electronic entry or wire transfer. Client promises to pay Payroll City on demand the amount of any unfunded direct deposit file, with interest, and all Payroll City or third party fees or charges including, without limitation, any debit returned to Payroll City due to insufficient or uncollected funds or for any other reason.
- c. **LIMITATION OF LIABILITY** Payroll City's sole liability to Client or any third party hereunder shall be for claims arising out of errors or omissions in the Services caused solely by Payroll City, and the sole remedy shall be to furnish a correct advice of deposit, and/or corrected or reversal debit or credit entry, as the case may be; provided that, in each case Client advises Payroll City no later than one business day after the occurrence of such errors or omissions. Payroll City makes no warranty, representation or promise to Client in connection with this agreement, and disclaims all express or implied warranties, including any implied warranties with respect to the services. In no event shall Payroll City or its agents be liable for any indirect, special, incidental, consequential, or punitive damages, including loss of anticipated profits or other economic loss, to Client or third persons, whether such damages result from Payroll City's breach of this agreement, breach of warranty, its negligence or that of its agents.

9. PERSONAL GUARANTEE

- a. Should Client not reimburse Payroll City for funds advanced by Payroll City in good faith, the Officers of said Client agrees to be personally liable for all amounts owed to Payroll City, including interest and service charges.

10. CONTRACT MODIFICATION

- a. Client will notify Payroll City immediately of any change to its legal structure or any information which may impact or affect the terms of this agreement. (Examples: ownership changes, account changes, bankruptcy)
- b. It may be necessary to amend this Services Agreement. Amendments delivered in writing to the Client or Client's representative will serve as notice and be made part of this document. Notice can be made by either paper or electronic means.

11. PARTNER RELATIONSHIPS


- a. If Client receives the payroll services through a 3rd party relationship between Payroll City and a Partner, Client gives Payroll City permission to share any and all payroll information with Partner or its representatives.


12. EXCLUSION OF WARRANTIES

- a. Client hereby acknowledges that Payroll City has no control over internet-related and server conditions that may affect its software. Client hereby acknowledges that Payroll City has made no representation or warranty, express or implied, with respect to: (i) the suitability of its services for the purposes or uses of Client, or (ii) the merchantability or fitness for a particular purpose. Payroll City shall not be liable to Client, and Client hereby assumes all risk and waives all claims against Payroll City, irrespective of any damages suffered by Client, whatsoever, in connection with Client's use of the Payroll Software (whether based upon contract, tort, negligence, warranty, product liability, strict liability, and/or otherwise and whether or not Payroll City has been notified of the possibility of such damage) resulting from, or arising out of, Payroll City's Services or Client's use of the Payroll Software.
- b. In no event shall Payroll City be liable to the Client for any indirect, special, incidental or consequential damages arising out of or related to this agreement or the performance or breach thereof, even if Payroll City has been advised of the possibility of such damages. Payroll City's entire liability to the Client under this agreement shall be limited to, at Payroll City's option, re-performance of the services, credit toward future services or refund. In all instances, the aggregate, total liability of Payroll City under this agreement, if any, shall not exceed the total amount actually paid by Client to Payroll City under this agreement for the prior 12 months or \$1,000.00, whichever is less.

13. GOVERNING LAW; DISPUTE RESOLUTION

- a. This Agreement is governed by Colorado law, without regard to any state's conflict of law principles. In the event that any dispute arises between the Parties concerning this Agreement, each party shall submit written information concerning the dispute to the other party and try to resolve the dispute between them. If, within 90 days, the Parties fail to resolve the dispute, the dispute shall be submitted for mediation in El Paso County, Colorado before further action may commence. The Parties shall mutually agree on a mediator. If the Parties fail to agree on a mediator, the dispute will be submitted to the Judicial Arbitrator Group ("JAG") in Colorado Springs or Denver, Colorado and if the Parties fail to agree on a mediator within JAG, JAG will appoint the mediator. If the Parties fail to resolve the dispute within thirty (30) days of the mediation, either Party may bring an action in a federal or district court exclusively located in or having jurisdiction over El Paso County, Colorado. The court in any such action shall award the prevailing Party its reasonable attorney's and expert witness fees incurred in such action (including without limitation the costs, expenses and fees for any appeals) payable by the non-prevailing Party.

 _____
Corporate/Legal Name

 _____
Printed Name Title

 _____
Signature of Corporate Officer Date

Keep one document for your records. Return one signed document to Payroll City

***518 N Chelton Rd. Ste 200, Colorado Springs, CO 80909 • Ph:719-260-9933 • Fx:719-260-9934
E-mail: admin@payrollcity.com***



Startup Information

Please Print Clearly
Please fill out entire form
(Instructions attached)

COMPANY INFORMATION (must select one)				<input type="checkbox"/> CORPORATION	<input type="checkbox"/> LLC	<input type="checkbox"/> SOLE PROPRIETOR	<input type="checkbox"/> OTHER
Legal Name				dba			
Address				Shipping Address			
City				State	Zip		
Business Phone		Business Fax		Owner Email:		<input type="checkbox"/> E-Reports <input type="checkbox"/> E-Reminders <input type="checkbox"/> Texts (Carrier)	
Owner Name		Owner Cell (carrier needed for texts)		Rep Email:		<input type="checkbox"/> E-Reports <input type="checkbox"/> E-Reminders <input type="checkbox"/> Texts (Carrier)	
Company Rep		Rep Cell (carrier needed for texts)					
TAX ACCOUNTANT INFORMATION							
Accountant Name		Accountant Phone		Accountant Email (they will receive e-reports)		<input type="checkbox"/> Authorized to Contact and receive Payroll information and reports	
PROCESSING INFORMATION							
Pay Frequency (MUST MARK ONE)		<input type="checkbox"/> Weekly		<input type="checkbox"/> Bi-Weekly		<input type="checkbox"/> Semi-Monthly	
		<input type="checkbox"/> Monthly		<input type="checkbox"/> Quarterly			
Pay Period 1		From		To		Check Date	
Pay Period 2		From		To		Check Date	
Anticipated First Payroll Check Date		Days between pay period end & check date (5-7 for Direct Deposit)				Weekend Check Shift <input type="checkbox"/> Before <input type="checkbox"/> After <input type="checkbox"/> Split	
TAX INFORMATION							
FEIN #		<input type="checkbox"/> 941 <input type="checkbox"/> 943 <input type="checkbox"/> 944		Tax Deposit Frequency		<input type="checkbox"/> Semi-Weekly <input type="checkbox"/> Monthly	
				<small>(Assigned by IRS, if incorrect penalties may occur)</small>		You are responsible to notify Payroll City of any changes in writing	
State Withholding ID		Tax State		Local Taxing District		Local ID	
SUI/SUTA ID (Unemployment)		Combined Rate		SUI Base Rate		SUI Surcharge	
Other Taxes				Mid-year signups please attach current year copies of 941 and SUI Quarterly Reports			
Accounts with missing ID numbers (WH or SUI) will be charged an additional \$50 per payroll until we have the numbers needed to pay appropriate taxes.							
BANK INFORMATION							
Bank Name		Contact			Phone		
Routing #		Acct#			Starting Check #		

Please attach a VOIDED CHECK

NO DEPOSIT SLIPS – THE ROUTING NUMBER MAY NOT BE CORRECT

Please fill out and return to your sales agent or fax to Payroll City at 719-260-9934



Pay as you go Workers Comp

Please fill out the information below to setup for this service.

Policy #:		Effective Date:	
Insurance Carrier:			
Agency Name:			
Agent Name:			
Agent Address:			
Agent Phone:			

List the class codes you use for your business:

Description (for convenience):	WC Class Code:	Amount/\$1,000:



Startup Information

Please Print Clearly

Selected Services

Company Name _____

Primary Submission Method ___ Phone ___ Fax ___ Email ___ Website ___ Exchange File

___ Direct Deposit

___ Automatic Check Signing *Be sure to provide signature

___ 100% Direct Deposit (emailed reports only)

___ Remote Check Printing (emailed reports only)

___ Pressure Sealed Checks

___ Vacation/PTO Tracking (attach company policy if available, setup fees apply)

Starts accruing on: ___ Hire Date _____ Days from hire (specify)

Please specify how Vacation will be paid

___ Per Paycheck ___ Per Hour Worked ___ Other (specify) _____

_____ (hours) after _____ (length of employment)

_____ (hours) after _____ (length of employment)

_____ (hours) after _____ (length of employment)

ADDED SERVICES

___ Job Costing

___ Payout Checks (check all that apply)

___ Garnishments *Client is responsible to send checks to appropriate agencies

___ Worker's Comp

___ Other _____

___ Independent Cost Centers with Parent/Child relationship

___ Departments (List) _____

___ Automatic Minimum wage adjustment: ___ Wage to Min (or) ___ Tip to Min

INTEGRATIONS

___ Timeclock Integration

___ QuickBooks Interface (additional fees apply)

___ Custom Integration

Reporting Agent Authorization

► Information about Form 8655 and its instructions is at www.irs.gov/form8655.

Taxpayer

1 a Name of taxpayer (as distinguished from trade name)	2 Employer identification number (EIN)
1 b Trade name, if any	4 If you are a seasonal employer, check here <input type="checkbox"/>
3 Address (number, street, and room or suite no.)	5 Other identification number
City or town, state, and ZIP code	
6 Contact person	7 Daytime telephone number
	8 Fax number

Reporting Agent

9 Name (enter company name or name of business) Millennial Mountain Corp dba Payroll City	10 Employer identification number (EIN)
11 Address (number, street, and room or suite no.) 518 N Chelton Rd. Ste. 200	
City or town, state, and ZIP code Colorado Springs, CO 80909	
12 Contact person Kathleen Fox or Jeffrey Fox	13 Daytime telephone number 719-260-9933
	14 Fax number 719-260-9934

Authorization of Reporting Agent To Sign and File Returns (Caution: See Authorization Agreement)

15 Use the entry lines below to indicate the tax return(s) to be filed by the reporting agent. Enter the beginning year of annual tax returns or beginning quarter of quarterly tax returns. See the instructions for how to enter the quarter and year. Once this authority is granted, it is effective until revoked by the taxpayer or reporting agent.

940 <u>01/2016</u>	941 <u>01/2016</u>	940-PR _____	941-PR _____	941-SS _____	943 <u>01/2016</u>
943-PR _____	944 _____	945 _____	1042 _____	CT-1 _____	

Authorization of Reporting Agent To Make Deposits and Payments (Caution: See Authorization Agreement)

16 Use the entry lines below to enter the starting date (the first month and year) of any tax return(s) for which the reporting agent is authorized to make deposits or payments. See the instructions for how to enter the month and year. Once this authority is granted, it is effective until revoked by the taxpayer or reporting agent.

940 <u>01/2016</u>	941 <u>01/2016</u>	943 <u>01/2016</u>	944 <u>01/2016</u>	945 _____	720 _____
1041 _____	1042 _____	1120 _____	CT-1 _____	990-PF _____	990-T _____

Disclosure of Information to Reporting Agents

17 a Check here to authorize the reporting agent to receive or request copies of tax information and other communications from the IRS related to the authorization granted on lines 15, 16, and/or line 18

b Check here if the reporting agent also wants to receive copies of notices from the IRS

Disclosure Authorization

18 a The reporting agent is authorized to receive otherwise confidential taxpayer information from the IRS to assist in responding to certain IRS notices relating to the Form W-2 series information returns. This authority is effective for calendar year forms beginning 2016.

b The reporting agent is authorized to receive otherwise confidential taxpayer information from the IRS to assist in responding to certain IRS notices relating to the Form 1099 series information returns. This authority is effective for calendar year forms beginning 2016.

c The reporting agent is authorized to receive otherwise confidential taxpayer information from the IRS to assist in responding to certain IRS notices relating to the Forms 3921 and 3922. This authority is effective for calendar year forms beginning _____.

State or Local Authorization (Caution: See Authorization Agreement)

19 Check here to authorize the reporting agent to sign and file state or local returns related to the authorization granted on line 15 and/or line 16

Authorization Agreement

I understand that this agreement does not relieve me, as the taxpayer, of the responsibility to ensure that all tax returns are filed and that all deposits and payments are made and that I may enroll in the Electronic Federal Tax Payment System (EFTPS) to view deposits and payments made on my behalf. If line 15 is completed, the reporting agent named above is authorized to sign and file the return indicated, beginning with the quarter or year indicated. If any starting dates on line 16 are completed, the reporting agent named above is authorized to make deposits and payments beginning with the period indicated. Any authorization granted remains in effect until it is revoked by the taxpayer or reporting agent. I am authorizing the IRS to disclose otherwise confidential tax information to the reporting agent relating to the authority granted on line 15 and/or line 16, including disclosures required to process Form 8655. Disclosure authority is effective upon signature of taxpayer and IRS receipt of Form 8655. The authority granted on Form 8655 will not revoke any Power of Attorney (Form 2848) or Tax Information Authorization (Form 8821) in effect.

I certify I have the authority to execute this form and authorize disclosure of otherwise confidential information on behalf of the taxpayer.

Sign Here

▶ _____ Signature of taxpayer	▶ _____ Title	▶ _____ Date
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State of New Mexico - Taxation and Revenue Department

TAX INFORMATION AUTHORIZATION

<input type="checkbox"/> Taxpayer Name <input checked="" type="checkbox"/> Business Name	<input type="checkbox"/> NM ID <input type="checkbox"/> SSN <input type="checkbox"/> FEIN <input type="checkbox"/> EIN
<input type="checkbox"/> Taxpayer Address <input checked="" type="checkbox"/> Business Address	Telephone Number
City _____ State _____	Zip Code _____

Hereby authorizes Kathleen Fox - Payroll City

Address: 518 N Chelton Rd Ste 200
Colorado Springs, CO 80909

Telephone Number: 719-206-9933

to represent me and/or my business pertaining to taxes administered by the New Mexico Taxation and Revenue Department.*

IF IRS INFORMATION IS INVOLVED, BE SURE TO OBTAIN FORM 2848 OR FORM 8821, AS APPLICABLE.

CHECK ALL ITEMS THAT APPLY	
<input type="checkbox"/> all state taxes	FOR
<input type="checkbox"/> CRS taxes	OR
<input type="checkbox"/> income taxes	<input type="checkbox"/> specify specific year(s) _____
<input checked="" type="checkbox"/> specify others <u>Withholding Taxes</u>	_____

I certify that I have the authority to execute this tax information authorization.**

Print Name _____ Title _____ Date _____

Signature _____ Title _____ Date _____

* The taxpayer may limit the scope of this authorization by specifying the particular information or tax types to be handled by the authorized person.

** For joint returns, both taxpayers must sign. If not signed by the taxpayer, signature must be that of a corporate officer, partner, or fiduciary on behalf of the taxpayer.

**STATE OF NEW MEXICO
DEPARTMENT OF WORKFORCE SOLUTIONS
WORKFORCE TRANSITION SERVICES**

POWER OF ATTORNEY/AUTHORIZATION OF AGENT

NOTICE: THIS IS AN IMPORTANT DOCUMENT. THE POWERS GRANTED BY THIS DOCUMENT ARE BROAD AND SWEEPING. IF YOU HAVE ANY QUESTIONS ABOUT THESE POWERS, YOU SHOULD ASK A LAWYER TO EXPLAIN THEM TO YOU. THIS FORM DOES NOT PROHIBIT THE USE OF ANY OTHER FORM. YOU MAY REVOKE THIS POWER OF ATTORNEY IF YOU LATER WISH TO DO SO.

Legal Employer Name _____ *Employer Account Number* _____

Trade Name - DBA (if applicable) _____ *Federal ID Number* _____

Official Mailing Address _____

City, State, Zip Code _____ *Phone Number* _____

DOES HEREBY APPOINT AS THE DULY AUTHORIZED ATTORNEY-IN-FACT/AGENT:

Name Kathleen Fox - Payroll City

Address 518 N Chelton Rd Ste 200 *Phone Number* 719-260-9933

City, State, Zip Code Colorado Springs, CO 80909

THIS AUTHORIZATION ALLOWS THE ATTORNEY-IN-FACT/AGENT TO ACT IN THE EMPLOYER'S NAME, RECEIVE CONFIDENTIAL INFORMATION, AND PERFORM THE UNEMPLOYMENT COMPENSATION FUNCTION(S) CHECKED BELOW. CHANGE THE OFFICIAL MAILING ADDRESS TO:

Check All That Apply:

All Unemployment Matters *All Claims Matters* *All Tax Matters* *Appeals*

THIS AUTHORIZATION MUST BE SIGNED BY A SOLE PROPRIETOR, PARTNER, OR CORPORATE OFFICER, AND CONTAIN COMPLETE INFORMATION WHICH IS VERIFIABLE WITH THE DIVISION'S RECORDS. IT MUST BE NOTARIZED, AND SUPERSEDES AND REVOKES ANY PRIOR AUTHORIZATION RELATING TO THE SUBJECT MATTER(S) CHECKED ABOVE, UNLESS THE EMPLOYER NOTIFIES THE DIVISION THAT THERE IS MORE THAN ONE ATTORNEY-IN-FACT. IT SHALL REMAIN IN EFFECT UNTIL WRITTEN NOTICE OF CANCELLATION OR A SUBSEQUENT AUTHORIZATION IS RECEIVED BY THE DIVISION OF UNEMPLOYMENT COMPENSATION. IT SHALL NOT BE AFFECTED BY LAPSE OF TIME. THE PRINCIPAL AGREES THAT ANY THIRD PARTY WHO RECEIVES A COPY OF THIS DOCUMENT MAY ACT UNDER IT.

PRINT PRINCIPAL'S NAME

PRINCIPAL'S SIGNATURE

STATE OF NEW MEXICO)

) ss.

COUNTY OF _____)

SUBSCRIBED and sworn to before me this _____ day of _____, _____.

(seal)

NOTARY PUBLIC

My Commission Expires:



Startup Information

Please Print Clearly

Company Name _____

Authorized signer (please print) _____

This form is not necessary if you are 100% direct deposit or if you prefer to sign your checks yourself.

For Automatic Check Signing, please sign in the center of the box below in black ink.

You may fax this form back to Payroll City at 719-260-9934 or return it to your sales agent.

Please stay inside the box.

Checks will display "Authorized Signature" below the signature line unless you fill in an optional printed name below.

Optional printed Name: _____

(This will show under the signature line of the check)

Optional Title: _____

Please fill out and return to your sales agent or fax to Payroll City at 719-260-9934

Mid Quarter

Tax Reconciliation Sheet

(Jan 1-Mar 31=Q1, Apr 1-Jun 30=Q2, Jul 1-Sept 30=Q3, Oct 1-Dec 31=Q4)

In order to properly reconcile payments to the Quarterly Reports you need to verify tax deposits which have already been made.

- A. I have no previous payrolls this year/This is my first payroll of the year. (Skip line B and please sign line C.)
- B. Please fill out the worksheet below to reconcile your tax payments for the quarter and sign line C.

<u>Federal</u>	<u>QTD Taxes Owed</u>	<u>Payments Made</u>	<u>Balance Due</u>
941/944	_____	_____	_____

<u>State</u>	<u>QTD Taxes Owed</u>	<u>Payments Made</u>	<u>Balance Due</u>
WH	_____	_____	_____
Other	_____	_____	_____

	<u>QTD Taxes Owed</u>	<u>Payments Made</u>	<u>Balance Due</u>
SUI	_____	<u>\$0.00</u>	P.C. will Collect & Pay
940	_____	<u>\$0.00</u>	P.C. will Collect & Pay

- C. I understand that I am responsible for making all pending tax deposits for the current and previous quarters from payrolls processed before starting with Payroll City (Excluding FUTA and SUI deposits for the current quarter).

If the previous payroll company is refunding other tax monies, I understand Payroll City will need notification and instructions in order to make any payments for previous payrolls.

(Signature) Date: _____

This document must be returned to Payroll City. You can submit either by mail, fax or email.

Payroll City
518 N Chelton Rd Ste 200
Colorado Springs, CO 80909
(719) 260-9934 (fax)

submitpaydata@payrollcity.com

If you have any questions please give us a call at (719) 260-9933