



Service Agreement

COMPANY NAME _____

ADDRESS: _____

CITY, STATE, ZIP: _____

OWNER NAME: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

FAX NUMBER: _____

TAX ID #: _____

Total Number of Employees in 2024 _____

Services *(check purchased services)*

	<u>Service Fee's</u>
<input type="checkbox"/> 1094-C Employer Reporting and Filing	
<input type="checkbox"/> 1-100 F/T Employees	\$1,395
<input type="checkbox"/> 101-150 F/T Employees	\$1,995
<input type="checkbox"/> 151-250 F/T Employees	\$2,195
<input type="checkbox"/> 251-500 F/T Employees	\$2,395
<input type="checkbox"/> 501-1000 F/T Employees	\$2,795
<input type="checkbox"/> 1001+ F/T Employees	Call For Quote

1095-C Preparation of Mailings	
Federal and Employee State	\$5.50 x _____
(per employee cost for mailings)	\$1.75 x _____

Form 5500 Reporting and Filing (100+FTE's) \$975 Annually

POP (Premium-only-plan) - Section 125 \$100 Annually

Employee Tracking \$395 Monthly

<input type="checkbox"/> SPD / ERISA Wrap Documents	
<input type="checkbox"/> 1-9 F/T Employees	\$375 Annually
<input type="checkbox"/> 10-49 F/T Employees	\$575 Annually
<input type="checkbox"/> 50+ F/T Employees	\$775 Annually

Includes: Employee Mandate Letters (CHIPRA and QMCSO)

Complete HR Library \$250 Annually

- Customized Employee Handbook
- 500+ Downloadable Forms and Employer Posters
- Ensure Compliance with ACA Reporting
- Salary Benchmarking

No setup fees for any of our services

Prices valid through 11/16/24 - 02/11/25 - After 02/11/25 a surcharge will apply to all 1094/1095 filing prices

Payment must be received in full prior to releasing file to IRS

TOTAL COST: _____

Confidentiality and Non-Disclosure

We implement stringent measures to safeguard the security, confidentiality, and integrity of the information we collect, in compliance with federal and state regulations protecting nonpublic personal information. Our systems employ advanced security technologies to ensure data protection.

Both parties acknowledge that this Agreement, along with all related business and operational materials and information, is commercially valuable and confidential. Each party, including their employees and agents, must maintain the strict confidentiality of the other party's Confidential Information. Such information must not be disclosed to any third party or used for any purpose other than fulfilling the obligations of this Agreement, without prior written consent from the other party, except as required by law.

Signature (Owner/Officer)

Print Name (Owner/Officer)

Date

Referring Agent