



Tax Service and Bank Agreement

Company Name _____

Paylocity Corporation ("Paylocity") offers a tax service that includes the responsibility for tax deposits and timely filings of Federal, State and Local employment tax returns. Said client agrees to the following:

- Client agrees to execute an "Employer Appointment of Agent" and "Tax Information Authorization" in conjunction with this "Tax Service and Bank Agreement" so as to receive tax filing services.
- Client grants Paylocity limited power of attorney to sign all obligatory and necessary forms to appropriate government channels and banks.
- Client shall comply with and be subject to the operating rules of ACH governing electronic funds transfer; as such rules shall be in effect among participating banks and the Federal Reserve Bank of Chicago. Paylocity will utilize the ACH system to transfer funds between said Client and Paylocity.
- Client hereby agrees to indemnify and hold each participating bank, ACH and Paylocity harmless from any claim incident to the operation of this plan arising from any act or omission of said Client.
- Paylocity requires the total amount of tax related charges per each payroll to be deposited by said Client into designated DDA account at least one business day prior to check date. Additionally, this DDA account shall be debited for the total amount of Federal, State, Local and Unemployment taxes, as well as credits to Paylocity, the day before the check date.
- Should funds not be available to Paylocity in the above mentioned DDA account, said Client hereby agrees to the following:
 - A.) Paylocity may terminate said Client from tax service effective immediately.
 - B.) Client shall be held responsible for all tax deposits and filings then and thereafter, including related penalties and interest.
 - C.) Paylocity and bank will have no further obligations to said Client with respect to tax filing services.
- Should tax services be terminated, Paylocity reserves the right to deduct all outstanding fees owed from escrow tax funds, prior to said monies being returned to Client.
- Paylocity will furnish copies of returns to Client by electronic means, should paper copies be required, a fee of \$50 per quarter plus delivery shall be assessed.
- A \$10 monthly fee per state tax code will be assessed after 60 days if client fails to provide Paylocity with state accounts numbers and or deposit frequency information.
- Client agrees to provide timely information to Paylocity regarding changes in deposit frequencies and state unemployment rates in order for Paylocity to assume liability for any penalties and/or interest.
- Paylocity shall be responsible for the payment of any penalties and/or interest due resulting from errors or omissions committed by Paylocity while filing taxes on said Client's behalf.
- COMPLIANCE WITH ACH RULES: Client acknowledges that, in order to put into effect the Services which include ACH transactions, Client will be the Originator of the ACH transactions and will follow and be bound by the rules for ACH Originators as adopted from time to time by the National Automated Clearing House Association ("NACHA"). Client agrees that it has assumed the responsibilities of an Originator under the ACH Rules and acknowledges that entries may not be initiated in violation of the laws of the United States. Client must retain and provide upon request copies of each employee authorization forms for two (2) years after they expire."

Bank Name (Please print)

Routing #

Bank Contact

Account #

Bank Contact Phone Number

This agreement is to remain in effect until cancelled in writing by Client

Client Contact Name

Title

Signature (Must be authorized signer on account)

Date