

Tax Goddess Business Services, PC



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.

Please note that our services are not intended to determine whether you have filing requirements in other taxing jurisdictions than the one(s) you have informed us of in writing. Our firm is available under the terms of a separate engagement letter to provide a nexus study that will enable us to determine whether any other state tax filings are required.

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

Tax Goddess Business Services, PC



We will file the following forms on your behalf, provided client has completed all required forms, provided appropriate authorization and all payroll tax payments have been made.

- 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; this includes hiring, firing, background checks, determination of employee or contractor status of workers, etc. 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.

You will also need to provide our payroll team with various data throughout the year. These may include items such as:

- Changes to employees' payroll, raises, terminations, new hires, etc.
- Addition, annual usage / dollar figures, and removal of items such as
 - health insurance plans
 - employee/owner auto usage
 - 401(k), SEP, or other retirement contributions

Exclusion clause

The following services will not be provided as a part of this engagement: independent contractor classifications, labor regulations, ERISA (Employee Retirement Income Security Act) compliance, and the reasonableness of officers' compensation.

Fees and Payment

We offer two competitive options for preparing and filing your payroll.

- 1) "Self-Run" Processing means that you will have access to our online portal thru which you will input and approve your own hours, compensation, benefits, etc. This option comes with training and guidance as well as questions with our staff, so you always have the ability to ask questions and get answers. **NOTE: This is the most common choice for our clients!**

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- 2) “Tax Goddess” Processing means that you will submit your information to us via fax, email, or other written method no later than 5 days before your desired payroll date and we will input and process the information on your behalf.

See below for the differences in fees and costs for each of these methods. You will need to indicate on the final signature page which of these services you are authorizing.

Setup Fees (One-Time)	Self-Run Processing	Tax Goddess Processing
1st Payroll	\$100	\$100
Mid-Year Switch	\$250	\$250
Non-Arizona State fees	\$150 /state	\$150 /state
Monthly Fees		
(1-5) employees	\$50 / Month	\$50 / Run
+1 employee above 5 (no limit)	\$5 / Month	\$5 / Run
Year End Forms		
1099 Contractors	\$5 / each (\$50 minimum)	\$5 / each (\$50 minimum)
W-2's for Employees	Free!	Free!
Optional Fees		
Peace of Mind Fee - IRS Protection	\$10/Month	\$10/Month

***Notes on Processing Times:** 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.*

***Notes on 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.*

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 month’s 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.

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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. Any bounced payments will result in a \$35 bounced check fee.

Please note that you may be charged additional fees by our processing system for bounced payroll checks or bounced government agency payments. These can be hefty, so please stay in contact with our payroll team if you begin to have issues with cash flow / need time for payroll so we can help you ahead of running into unnecessary fees.

Note that if your payroll payments or payroll processing is not completed by our offices, for any reason, you are still responsible for the payment of your government payroll liabilities, your payroll liabilities, and any other owner related liabilities.

In the event your records are not submitted in a timely manner, or are incomplete or unusable, we reserve the right to charge additional fees and expenses for services required to correct the problem. If this occurs, we will contact you to discuss the matter and the anticipated delay in completing our engagement prior to rendering further services.

Notwithstanding anything contained herein, both accountant and client agree that regardless of where the client is domiciled and regardless of where this Agreement is physically signed, this Agreement shall have been deemed to have been entered into at Accountant's office located in Maricopa, AZ, USA, and Maricopa, AZ, USA, shall be the exclusive jurisdiction for resolving disputes related to this Agreement. This Agreement shall be interpreted and governed in accordance with the Laws of Arizona.

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 \$10 extra per month 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

Tax Goddess Business Services, PC



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.)

Stop-Work Provisions

We reserve the right to stop work for any reason. This typically occurs for nonpayment of fees, but can also occur when there are conflicts of interest, clients who provide information late, refuse to provide information, refuse to take our advice, or act unethically.

Penalties

Federal, state and local taxing authorities impose various penalties and interest charges for non-compliance with tax law, including for example, failure to file or late filing of tax returns and underpayment of taxes. You, as the taxpayer, remain responsible for the payment of all taxes, penalties, and interest charges imposed by taxing authorities.

We rely on the accuracy and completeness of the information you provide to us in connection with the preparation of your tax returns. Failure to disclose or inadequate disclosure of income or tax positions can result in the imposition of penalties and interest charges.

Tax Notices

If you receive any notices from any state or federal government agencies, please fax/email those to our offices as soon as possible so that we can review any happenings on your accounts.

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.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

General

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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. We highly recommend that you provide us with copies of your original data. In the rare case that a catastrophic disaster happens to our firm (Fire, flood, theft, etc.) we are not responsible for any original documents that you leave at our facility.

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.

Authorization for Services

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 \$10/month	
_____ YES Signature	_____ NO Signature

Confirm below your choice for processing:	
“Self-Run” Processing	_____ (←Sign Here)
“Tax Goddess” Processing	_____ (←Sign Here)

Tax Goddess Business Services, PC



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
For payment of Tax Goddess Fees ONLY

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: _____