

# Engagement Letter for Payroll Services

Dear \_\_\_\_\_,

Thank you for choosing Lisa Hill Tax & Accounting to assist you with your payroll needs. This letter is to inform you, our client, of what services we can provide to you, what responsibilities you have, and what our responsibilities are.

## **Payroll Calculations**

We will prepare your payroll in a manner consistent with the law. However, the law clearly holds you accountable for the accuracy of your records. We cannot act upon information that we do not have. Therefore, we will prepare your payroll based on the information you provide to us.

All of your records should be kept for a minimum of 2 years. We retain certain documents for a period of 7 years. After this period, the documents are destroyed in a safe manner.

Services are invoiced separately and include:

- Calculating payroll for your employees either weekly, bi-weekly, monthly or bi-monthly.
- Provide direct deposit for your employees.
- Provide online view and print option for your paystubs.
- Calculate federal and state payroll taxes.
- Prepare federal and state payroll tax returns
- Prepare W2 forms for employees and 1099 forms for sub-contractors.

## **Fees & Payment**

All accounting fees are invoiced per month. Our fees are based on the number of employees and the service provided, as well as any additional expenses such as postage. We will try our best to give you an accurate estimate of your expected fees. Because of unforeseen or changed circumstances that might affect this original fee estimate, your actual fees may vary from the original fee estimate. We ask that each invoice is paid for in a timely manner. In the event that it is not paid, we will not go forward with your service until the previous invoice is paid.

If you have submitted a check (or other form of payment such as fee collect) for payment that bounces, you are responsible for payment in cash of the original invoice fee plus an additional \$ 25. If it is left unpaid, we will send a notice. If it is still left unpaid, it will be submitted to the Attorney General for collection. You are responsible for any court or attorney fees. Once this has happened, we will no longer accept any form of payment from you except cash.

## **Liability**

You agree that you do not hold Lisa Hill Tax & Accounting, liable for damages, unless caused by our gross negligence or willful misconduct. If you should receive a notice from a taxing authority, you must send us a copy within 5 days of receiving the notice. In the event of an examination or other government contact, we will do our best to answer questions to resolve the matter. We are able to provide limited assistance with an audit. You will be billed for expenses such as faxes, travel, time, or amending a return (unless it is of our own doing).

## **Privacy**

As your service provider, we collect information provided by you on government documentation, banks, brokerage house, your own notes, and our discussions. We are committed to the safekeeping of your confidential information and we maintain physical and electronic safeguards to protect your information. We are required to keep all information about our engagement confidential. We will not disclose any information about you unless we have your approval even

if you are no longer a client. If you would like your records released to a third party, such as a bank or mortgage lender, you must sign a disclosure statement, which we have provided a copy of. In no circumstances will your information be forwarded to a third party without your written consent. Your written consent may include an email from your own email account (not someone else's).

**Important Notice**

This engagement letter will apply to all future years unless the agreement is terminated in writing, by either you or our firm.

By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities and that you understand our responsibilities and limit of liability in preparing your records as explained above.

Thank you again for choosing Lisa Hill Tax & Accounting. We appreciate your business.

Sincerely,

\_\_\_\_\_  
Accountant/Bookkeeper

Accepted by:

Business Owner Name Printed \_\_\_\_\_

Business Owner Title \_\_\_\_\_

Business Owner Signature \_\_\_\_\_

Date \_\_\_\_\_