

PAYROLL AUTHORIZATION FORM

Limitations & Services

Limitations on Liability: Indemnity

1. Checks on Call Inc shall only be responsible for the processing of payroll based on data provided.
2. Client agrees to indemnify Checks on Call Inc against any loss, liability or expense arising out of any claim of any person that Checks on Call Inc is responsible for any act or omission of Client.
3. It is understood that signed checks are negotiable documents and should be reviewed by an authorized representative of the company before distribution.

Authorization for Services:

- I, the undersigned, agree to the above terms and authorize Checks on Call Inc to perform the services selected and to use the below signature on my behalf for the purpose of signing checks and tax reports.
- I further authorize Checks on Call Inc to release requested payroll information to State and Federal taxing agencies. All other requests for information must be approved by me.

Checks on Call Inc Services & Options

— Choices —

- EFT 941 & 940 Deposits when due
- Direct Deposit
- Pay COC bill ☼

Process payroll with checks (mail/pickup)
Prepare, file, and pay quarterly report taxes from client's account
Post reports on Web Portals

Complete — Sign — Mail or Email originals

Owner/Officer Signature—inside the box please

☼ Pay any unpaid COC bills by quarter end

Tax reports are free if we produce payrolls within their regularly scheduled cycles. Any skipped payrolls will incur a minimum charge (prorated from \$60/Q) to cover quarter and year end reports.

Company Number

Company Name

Print Owner/Officer Name

Title

Date (DDMMYY)



Checks on Call Inc - Post Office Box 168 - Mukilteo, WA 98275

Phone: 425-742-4989 — Fax: 425-743-2424

Email: Payroll@ChecksOnCallinc.com — Website: www.ChecksOnCallinc.com