5909 Peachtree Dunwoody Rd. | Building D - #990 | Atlanta, GA 30328 | 770.451.6330 | AbuntantReturns.com

**Payroll Letter of Engagement 2016**

We appreciate the opportunity to provide bookkeeping services for

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Officers Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To ensure a complete understanding between us, this letter will describe the scope and limitations of the services we will provide for you. Joy Boothe, ARTS accountant, will be the contact person for this engagement.

We will prepare your company’s weekly/bi-weekly/semi-monthly/monthly payroll and electronic federal and state payroll tax payments. Each quarter, ARTS will prepare and file payroll tax returns, some of which you may be required to send a payment (you will be instructed on this).

**What We Won’t Do**

We will make no attempt to adjust the records to reflect Generally Accepted Accounting Principles nor to reflect proper tax record keeping. We will make no audit or other verification of the data you submit. We do not, at any time, provide legal services of any type. We have not been requested to discover errors, misrepresentations, fraud, illegal acts, or theft, therefore, have not included any procedures designed or intended to discover such acts, and you agree we have no responsibility to do so.

**What We Need from You**

To perform our services, should there be any changes to your payroll, we need at least 4 days prior notice.

**When We’ll Do It**

This engagement will begin on the **1st of the month** and will continue on a regular scheduled basis or until either party terminates the agreement.

**Services Outside the Scope of this Letter**

You may request that we perform additional services at a future date not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope and estimated cost of these additional services. Engagements for additional services will necessitate that we issue a separate engagement letter to reflect the obligations of both parties.

**Fees**

Our fees for this service will initially be at **$55.00 each time payroll is run,** which may be adjusted as the accountant sees fit. At that time, a new letter of engagement will be signed. Prior to commencing our services, we require that you provide us with a bank account or card number on which the monthly fee for payroll will be automatically withdrawn at the beginning of each month.

There is also a **$100 set up fee** which will be charged upon receipt of this document.

Please complete credit/debit card information below.

**Credit Card Information:**

Credit Card Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expiration: \_\_\_\_\_\_\_\_\_\_ Security Code: \_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cardholder’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approvals**

We are pleased to have you as a client and hope this will begin a long and pleasant association. Please date and sign a copy of this letter and return it to us to acknowledge your agreement with the terms of this engagement.

**Acknowledged:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Title Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Officer’s Name Print Company Name