

[Date]

[Client Name]

[Client Address]

[City, State, Zip]

Re: Payroll and Monthly Write-Up Engagement Letter

Dear [Client Name],

This letter confirms the terms of our engagement to provide accounting and payroll services for [Company Name] beginning on [Start Date].

## **Scope of Services**

### **1. Monthly Write-Up Services:**

- Reconciliation of bank and credit card accounts.
- Recording of monthly journal entries.
- Preparation of monthly internal financial statements (Balance Sheet and Income Statement).

### **2. Payroll Services:**

- Processing of periodic payroll based on data provided by you.
- Preparation of federal and state payroll tax deposits.
- Filing of quarterly and annual payroll tax returns (Forms 941, 940, and State equivalents).
- Preparation and filing of annual W-2 and W-3 forms.

## **Client Responsibilities**

You are responsible for the management and accuracy of the data provided to us. This includes maintaining all underlying documentation (receipts, invoices, and time records). You are responsible for the final approval of all payroll runs and financial reports. Our services do not include an audit or review of your financial records.

## **Fees**

Our fee for these services will be \$[Amount] per [Month/Pay Period]. Additional projects outside this scope will be billed at our hourly rate of \$[Rate]. Invoices are due upon receipt.

## **Term and Termination**

This agreement will continue on a month-to-month basis. Either party may terminate this engagement with [Number] days written notice.

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Firm Name]

---

**Accepted by:**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_