

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Executive Payroll Processing Engagement Letter

Dear [Client Contact Name],

This letter confirms the terms and objectives of our engagement to provide executive payroll processing services for [Company Name].

1. Scope of Services

We will perform the following services:

- Calculation of gross-to-net pay for designated executive employees.
- Calculation and withholding of federal, state, and local taxes.
- Preparation of payroll registers and individual pay stubs.
- Facilitation of direct deposit transfers.
- Preparation of quarterly and annual payroll tax filings (Forms 941, 940, W-2, etc.).

2. Client Responsibilities

To ensure accurate processing, the Client agrees to:

- Provide all necessary compensation data (salary, bonuses, benefits) by [Number] days before the pay date.
- Notify us of any changes in executive personnel or tax status.
- Maintain sufficient funds in the designated bank account for payroll and tax liabilities.
- Review all reports and filings for accuracy upon receipt.

3. Confidentiality

We recognize that executive payroll data is highly sensitive. We agree to maintain strict confidentiality and will only disclose information to authorized personnel designated by [Company Name].

4. Fees

Our fees for these services will be [Amount] per [Pay Period/Month]. Additional filings or special reports will be billed at an hourly rate of [Rate].

5. Term and Termination

This engagement begins on [Start Date] and will continue until terminated by either party with [Number] days' written notice.

Please sign and return a copy of this letter to indicate your acceptance of these terms.

Sincerely,

[Your Name/Firm Name]

[Your Title]

Accepted by:

Signature: _____

Name: [Client Authorized Signatory]

Date: _____