

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Statutory Payroll Reporting and Filing Engagement Letter

Dear [Client Contact Name],

This letter confirms the terms and objectives of our engagement to provide payroll reporting and filing services for [Company Name] (the "Company") for the period beginning [Start Date].

1. Scope of Services

We will provide the following services based on the information provided by the Company:

- Preparation of periodic payroll tax returns (Federal, State, and Local).
- Filing of statutory payroll reports with relevant government agencies.
- Preparation of annual forms, including W-2s and W-3s.
- Facilitation of payroll tax deposits and payments.

2. Company Responsibilities

The Company is responsible for:

- Providing accurate and timely data regarding hours worked, rates of pay, and employee information.
- Maintaining adequate internal controls over payroll processes.
- Ensuring sufficient funds are available for all tax liabilities and payments.
- Final review and approval of all reports before submission.

3. Fees and Billing

Our fees for these services will be [Insert Fee Amount/Frequency, e.g., \$X per month]. Any additional services outside this scope will be billed at our standard hourly rates. Invoices are due and payable upon receipt.

4. Limitation of Liability

Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts that may exist. However, we will inform you of any such matters that come to our attention. Our liability is limited to the fees paid for the specific services rendered.

5. Term and Termination

This agreement remains in effect 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]

[Title]

Accepted by [Company Name]:

Signature: _____

Name: _____

Title: _____

Date: _____