

**PAYROLL SERVICES AGREEMENT,  
AND AUTHORIZATION TO REPRESENT TAXPAYER**

*Please attach a voided check to this form for the bank account you will use to set up the automated payroll tax deposits. Please note: It can take 2-4 weeks for the EFTPS system to become operational for a new account. Until setup becomes operational, it will be necessary to make federal tax payments through authorized depositories (such as commercial banks). Oregon tax payments can be paid by check until EFTPS setup is operational*

\_\_\_\_\_, hereinafter referred to as "Company", hereby engages and authorizes Pacific Northwest Tax Service and its employees to perform the following payroll services:

1. Submit applications to IRS and Oregon which will allow Company to pay payroll taxes directly through the automated EFTPS payment systems.
2. Initiate transfer of payroll taxes from the Company's designated\* bank accounts to the IRS and State for each pay period.
3. Submit required information to IRS and State online payment systems.
4. Prepare federal Form 941 FICA and withholding reports on a quarterly basis
5. Prepare federal Form 940 FUTA unemployment tax reports on an annual basis
6. Prepare and file Forms W2 and W3 with the Social Security Administration on an annual basis
7. Prepare and file Form OQ Oregon Combined Quarterly reports on a quarterly basis using Oregon's "Otter" payroll reporting system
8. Prepare and file WR Oregon Annual Withholding Tax Reconciliation Report.
9. Prepare and file Oregon Report for new hiring.

Company shall submit written payroll requests to Pacific Northwest Tax Service by either of the following methods:

1. Fax at **503-350-0265** or **503-288-2004**
2. Email at: payroll@pnwtax.com

To ensure accurate payroll reporting, Company payroll requests shall include the following information:

1. Completed form W4 for each new employee hired

2. Date pay period ends
3. Date paycheck is to be issued
4. Name of employee being paid
5. Rate of pay that applies
6. Type of pay that applies – such as
  - a. Regular hours
  - b. Overtime hours
  - c. Tips
  - d. Vacation
  - e. Salary
  - f. Sick pay

Overtime must be separately stated from regular payroll (Overtime is mandatory under state law for all time worked in a single week that exceeds 40 hours. Overtime may not be reduced by averaging, comp time or other methods.)

**Payment for payroll services**

Billable rate for payroll services is \$85 per hour. Average fee for simple payroll is shown at <https://www.pnwtax.com/bookkeeping-payroll-rates>. Time required for complex payroll services can vary considerably based upon the number of employees and employer benefit programs. Pacific Northwest Tax Service will notify me 30 days in advance of any increase to the hourly rate.

Invoices will be delivered by Pacific Northwest Tax Service on a monthly basis to my email address at: \_\_\_\_\_.

For engagement of services, a retainer in the amount of \$\_\_\_\_\_ is provided as follows:

- Check
- Cash
- Visa or Mastercard # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Exp. \_\_\_\_/\_\_\_\_/\_\_\_\_ CV: \_\_\_\_\_  
 Billing address: \_\_\_\_\_ Zip: \_\_\_\_\_

Check here to authorize Pacific Northwest Tax Service to automatically charge my credit card for recurring monthly charges in the amount of \$\_\_\_\_\_.

\_\_\_\_\_  
 Authorized Company Signature

\_\_\_\_\_  
 Date