



Payroll Services Schedule	
Quote Based on 1-15 Employees Paid Bi-weekly	
Recurring Fees	Included
<p>Which includes:</p> <ul style="list-style-type: none"> • Base Run Fee • Base Run per Employee Payment • Direct Deposit (per employee) • EFT Wire Fee • Third-Party Remittance of CRA, EHT, WCB • E-Stub Pay Statements • Standard Reports • Service Support Center (8:30 a.m. - 5:00 p.m. EST) • Records of Employment <p>One-Time Setup Fees</p> <ul style="list-style-type: none"> • Company Background Check, Registration Fee and Employment Information • Setup Options • General Ledger Integration • Year-to-date Data Conversion 	
Year-End Service Fees	Included
<ul style="list-style-type: none"> • Year-End Employer Tax Summary • Year-End Tax Summary per Employee 	
Annual Recurring Fees - Processing and Year-End	\$1,950
<p>All Fees Subject to HST</p> <p>Total Annual Fees</p>	<p>\$253.50</p> <p>\$2,203.50</p>



Payroll Services

Additional Services Available:

Pressure sealed stubs per employee (not including courier costs)	\$2.25
Custom Report Set-up	\$100.00
Custom Report (per pay run)	\$10.00
Custom Report Writer License Fee (annual)	\$299.00
Third-Party Remittance to Benefit Providers	\$20.00
Client Initiated Additional Payroll Run in a Period Per Employee	\$8.00
Cheque Generation & Processing (pressure sealed) Fee per employee	\$2.75
Divisional & Department Set-up (per hour)	\$100.00
Union & Labour Code Set-up (per hour)	\$125.00
Wire Transfer Fees (incoming & outgoing funds)	\$30.00
Stop Paymentsw / Recalls (per employee)	\$10.00
NSF or Account Redirect Administration Fee(s)	\$100.00
Monthly Third-Party Remittances (benefit providers)	\$20.00

Delivery (payments / reports, per payroll):

Courier Direct (Location Specific)	Market
Mailed Reports - Canada Post (Optional for Reports with 100% EFT Deposits)	Market
Internet Delivered Reports	N/C

Change in Employee Headcount:

Payroll Solutions International (PSI) will review employee headcount on a quarterly basis.
 Annual Fees will be adjusted by \$100.00 per employee over and above the initial headcount.



Client Acknowledgement

By affixing my signature below, I am certifying that I am an authorized signer of the Company and our intent is to continue to utilize the services of Payroll Solutions International Inc. (PSI) based on the fees and services presented above. We agree to implement these services based on a mutually beneficial contract. Client agrees to provide PSI acceptable data transmission of PSI required payroll and/or payroll tax input data no later than three (3) business days prior to the payroll cheque date. Data received by PSI prior to 3:00 P.M. Eastern Time is considered timely. Client agrees that payroll data received and processed after 3:00 P.M. Eastern Time is subject to a 'late' processing fee of \$250 as well as additional delivery fees as set forth in the Price List. Client agrees that PSI cannot guarantee same day processing on any payroll data received after the 3:00 P.M. Eastern Time processing deadline.

Print Name: _____

Title: _____

Signature: _____

Company: _____