

Key changes to your CFO on the Go Terms of Service (Effective October 2021)

Changes to Section 2.2 CFO Requirements

Bank and credit card reconciliations must be completed by Bell Solutions every 30-day, or as statements are made available by your financial institution. Changing or altering reconciled transaction may result in termination and/or additional fees to re-reconcile. Reconciling your own accounts is not an option for CFO Services.

You must provide monthly statements every 30-days, for all bank, credit card, loans, lines of credits or other assets and liabilities on your balance sheet.

Bell Solutions can download monthly statements for you if an 'Accountant's login' is provided for your online banking. Logins must be associated with Bell Solutions contact information. Effective October 1, 2021, Bell Solutions will not access online accounts with logins that are not registered to Bell Solutions.

All statements must be in PDF form from your financial institution(s). Excel, CSV, or other formats are not acceptable forms of supporting documentation.

Current reconciliations are required for business and tax planning, audit support, or other financial measures

You must provide all documentation, as defined by IRS regulations and this agreement:

- CFO.200 Services require documentation to support all financial transactions entered by Bell Solutions; including but not limited to expense receipts, credit card receipts, and bank deposit information.
- CFO.101 services must input all required transactions into QuickBooks Online by the last day of each month.

Changes to Section 2.3 CFO Documentation Requirements

CFO Services require that all entries made by Bell Solutions, must have supporting documentation, per IRS Publication 583, in order to Properly categorize revenue, expenses, and tax deductions, Complete full monthly financial reconciliations, provide accurate overview and analysis of your financials, provide financial and decision-making support, and assist with business financing and audits. Audit assistance will not be available when documentation is not available.

Any transactions without supporting documentation will be placed in 'Uncategorized' on a monthly basis. Financials with Uncategorized transactions are not subject to the above-mentioned protections until supporting details are provided to Bell Solutions, unless otherwise stated on a Bookkeeping Categorization Request.

Bell Solutions shall save electronic copies of all documentation you provide, including but not limited to receipts, statements, and tax returns, within your QuickBooks Online.

Changes to Section 3.1 Support Services

Bell Solutions offers support services (referred to as “Support Services”) and can be combined with any CFO Services. Bell Solutions provides four (4) types of Support Services: Payroll, Sales Tax, Contract Management, and Contractor Payments

3.2 Payroll Support Services

When payroll and payroll tax processing is completed through a system/service other than your QuickBooks Online, detailed payroll and payroll tax liability reporting must be supplied to Bell Solutions on a monthly basis, at minimum. Bell Solutions will maintain Profit and Loss financial payroll reporting in QuickBooks only. Bell Solutions is not responsible for the accuracy or compliance of payroll processing, tax liabilities, or reporting when payroll is completed through a system other than your QuickBooks Online.

Employees with direct deposit forms on file will receive pay via direct deposit. All direct deposit forms must include a cancelled check. Handwritten bank account records will not be accepted.

It is your responsibility to submit all garnishment payments to the appropriate agency. Bell Solutions does not provide garnishments or bill payment services.

3.4 Sales Tax Support Services (STSS)

Bell Solutions offers Sales Tax Support Services (referred to as “Sales Tax Support”) for regularly scheduled state Sales Tax processing. Sales Tax Support Services require a QuickBooks Online Payroll PLUS subscription, subject to its terms.

STSS Bell Solutions will ensure income and tax liabilities are appropriately posted in your financials, file your state sales tax returns, and pay your sales tax liabilities via ACH.

3.5 Sales Tax Support Terms & Requirements

The following are the minimum requirements to remain eligible for Sales Tax Support and pricing:

- Your business must be registered in all regions that it collects sales tax from. Bell Solutions will register your business, as required to meet all local, State, and Federal regulations automatically upon the reconciliation of income earned in any new area that requires sales tax to be collected. Fees for registrations will be processed via ACH per the terms of this agreement at the rate defined by the current Add-On pricing.
- The details of your income/deposits must be provided, by the end of each month, in order for Sales Tax to be processed.
- All sales tax liability payments will be processed electronically on the day tax liabilities are due.
- It is your responsibility to ensure funds are available for all payments being processed. Bell Solutions is not responsible for non-sufficient funds.

If you choose to manage your own Sales Tax:

- Bell Solutions is not responsible for the accuracy or compliance of Sales Tax liability tracking, tax filing, or payment processing if you choose to process your own Sales Tax.
- Choosing to not collect and pay required sales tax may result in termination of Services.
- Mishandling of Sales Tax resulting in non-compliance may result in termination of Services.

- Sales Tax support or assistance shall be considered Additional Services. Fees will be processed vis ACH at a rate of \$150.00 per hour, as defined in this agreement.
- Bell Solutions does not provide audit assistance for Sales Tax not processed by Bell Solutions.

3.6 Contract Management Support Services (CCMS)

Bell Solutions offers Contract Management Support Services (referred to as "Contract Management Support"). Bell Solutions does not provide Billing or Invoicing services. Contract Management Support requires QuickBooks Online PLUS.

CMSS Bell Solutions will provide the set up of your recurring customer contracts automatic billing management, utilizing the QuickBooks Online Recurring Template tools within your QuickBooks Online Plus system, and will ensure the set up Recurring billing structures, Automated ACH or credit card processing, and Revenue & Project cost tracking.

3.7 Contract Management Support Terms & Requirements

The following are the minimum requirements to remain eligible for Contract Management Support and pricing:

- All Contractor Management related communications must be submitted through your **My Contract Management Portal**; including but not limited to; contracts, new customer, or project forms, ACH forms, and terminated projects.
- Fully executed Contracts, Agreements, or New Project forms must be submitted with a minimum of the Customer Name, Project Name or Number, Email address of Customer, Location of Customer, Type of Billing, Start Date of Billings, Frequency of Billings, End Date of Billings, Description of Services or Products being sold, and amounts to be Billed.
- It is your responsibility to review your customer templates
- Bell Solutions is not responsible for the processing of inaccurate customer transactions when
- All Contract Management documentation will be processed within 48-hours.
- ACH or Credit Card information must be supplied for payments to be processed automatically. Submissions without ACH or Credit Card information will be processed as Invoices and sent to the Customer with the options to pay by ACH or Credit Card.
- It is your responsibility to review monthly ACH transactions and ensure customer ACH information is correct.
- All Invoices and Sales Receipts will be emailed to the Customer email address provided with your company email copied.
- Bell Solutions does not provide Invoicing services.
- Bell Solutions does not provide Collection services. It is your responsibility to review your Accounts Receivable and ensure your customers are paying you.

3.8 Contractor Payments Support Services

Bell Solutions offers Contractor Payments Processing (referred to as "Contractor Payment Support"). Bell Solutions does not offer bill pay services. Contractor Payments Support requires QuickBooks Online PLUS.

CPSS Bell Solutions will process Contractor Payments, to be deposited on the 10th of the month, for the previous calendar months contractor work, within your QuickBooks Online PLUS system.

3.9 Contractor Payment Support Terms & Requirements

The following are the minimum requirements for Contractor Payment Support and pricing:

- It is your responsibility to submit or approve all contractor payments by the 5th of the month, for the previous calendar months contractor work.
- All contractor payment related communications must be submitted through your **My Contractors Portal**; including but not limited to; W9s, direct deposit forms, agreements, and contractor specifications.
- It is your responsibility ensure funds are available for all payments being process. Bell Solutions is not responsible for non-sufficient funds.
- Bell Solutions does not offer bill pay services.

Changes to Section 5. QUICKBOOKS

During the term of your CFO Services, you agree NOT to make changes to the set up and/or structure of your QuickBooks system. Changes made by anyone other than Bell Solutions may result in termination of services, or additional fees to correct and continue use.

Changes to Section 6. CFO SUPPORT

Support includes bookkeeping, accounting, and QuickBooks inquiries up to 2 hours per quarter, unless otherwise defined in writing for CFO Services ONLY.

You must sign up for Support Services to receive assistance for Payroll, Sales Tax, Contract Management, or Contractor Payments,

Changes to Section 9.1 CFO Collaboration

During the course of business, and as part of your CFO Services, the collective effort of communication and resources, referred to as 'CFO Collaboration' provided by Bell Solutions will include, but are not limited to emails, meetings, analytics, management tools, and support measures. These communications are important to the compliance of your business and are not intended to be "content".

Changes to Section 15. TERMINATION

Either party may terminate recurring services included in this Agreement at any time. For the responsible and accurate transition of financial records and systems, a thirty (30) day notice is recommended. Fees will be processed at an hourly rate of \$75 per hour for all CFO Services that are terminated during the Discovery period, for all hours worked, up to the time of termination.

Upon termination of Services, Bell Solutions shall ensure all documentation is stored in your QuickBooks Online for you to use moving forward.