



Itemized Fee Sheet

Item: _____ **Fee:** _____

Early Certificate **\$150**

This refers to certificate of workers' compensation issued prior to the first payroll.

Wavier of Subrogation (WOS) **\$250**

This is a special certificate. This fee is a standard cost and is a pass-through cost to our insurance provider.

Reporting Payroll Late **\$25**

We want to get every payroll done correctly and on time. Minimum, we need your payroll reported 48 hours prior to processing on your pay date. We prefer is 72 hours prior. If you report payroll the day before your pay date you will be charged \$25.

NSF x1 **\$50**

We ACH your account for your invoiced payroll. If you, "bounce" (NSF), the fee is \$50 plus 110% of your bounced payroll. Funds and fees are de within 72 hours of NSF.

NSF x2 **\$100**

A second NSF incurs a fee of \$100 plus 110% of payroll and you are required to wire money on future transactions with us. Funds and fees are due within 72 hours of NSF.

Example: You NSF \$1,000. You wire \$1,100.

Minimum Processing fee **\$50**

If your payroll runs more than 25% less than your projected amount, we will increase the price in order to cover costs.

Example: Your payroll is quoted at \$104,000. Each week it is anticipated that we will see \$2,000. If we see less than \$750, then we add \$50 to the invoice.

Non-Reporting of Payroll or Reporting Zero Payroll **\$100**

This means that there is no payroll to report. This is permitted on a per case basis and communication in advance is preferred, so we understand the reason and weather you intend to continue to move forward with imperative.

I have read, understand and agree to the above fees. By signing, I also acknowledge that I have read, understand and agree that it is expressly forbidden for Imperative Personnel employees to be instructed by me or by me company to work outside of reported payroll periods.

Sign _____ **Date** _____