

Federal ID # \_\_\_\_\_

Taxpayer Legal Name Exactly as Shown on Tax Returns \_\_\_\_\_

DBA \_\_\_\_\_

REPORTING AGENT: PayPros, Inc., 1007 Pathfinder Way, Suite 110, Rockledge, FL 32955 FID # 20-1194560, 321.504.1166

**Agreement** This Agreement is entered into as of \_\_\_\_\_ by and between PayPros, Inc. ("PayPros") and the Taxpayer named above. Under this Agreement, PayPros is hereby appointed as the Reporting Agent for the Taxpayer with the authority to sign and file employment tax returns and make deposits electronically, on magnetic media, or on paper for federal, state, and local tax jurisdictions. PayPros is further authorized as the Taxpayer's designee to receive notices, correspondence, transcripts, deposit frequency data, and to communicate with tax agencies on behalf of the company. PayPros is also permitted to receive additional information related to the employment tax returns filed and deposits made on behalf of the Taxpayer. At PayPros discretion, a wire for funds may be required to fund payroll for the first or more payrolls thereafter. Zelle can be used in place of wire in many cases.

**Authorization for Account Transactions** Taxpayer approves each once they communicate payroll to PayPros or provide email, voice, text or any assent, including a standing order to process payroll. If Taxpayers email or payroll login is hacked and requests are made for payments, Taxpayer takes full responsibility. PayPros is authorized to credit or debit all bank accounts necessary for the collection of tax funds, direct deposit payments, payroll disbursements, and applicable service fees, including payments for employees, officers, and owners of the business. This authorization remains effective until all payments under this Agreement are fully paid. If Taxpayer does not process on the check date indicated by Taxpayer on initial sign-up, PayPros is authorized to withdraw the expected payroll fee on or after that date. If Taxpayer does not process payroll within a month of setup or indicates they won't start, then a minimum setup fee of \$150 will be withdrawn from Taxpayer account. If Taxpayer is not funded (i.e. NSF) and funds are not paid in full within a week or Taxpayer becomes uncommunicative, then PayPros will pursue all legal avenues to recover funds. It is understood by Taxpayer that not funding a payroll is a criminal act if not immediately reimbursed and it is not simply a civil matter.

**Forms and Filing Requirements** This Agreement covers all applicable state and local forms necessary to carry out work, effective from the tax period upon start and continuing through subsequent periods until terminated by written notice from either the Taxpayer or designee to the IRS. If electronic filing or federal tax deposit submission is required by the IRS, PayPros will comply with these requirements on behalf of the Taxpayer. If not required, PayPros may file using other approved methods, such as paper or magnetic media, to fulfill the tax obligations of the Taxpayer. This authorization remains valid as long as the Taxpayer is a client of PayPros, Inc. unless otherwise indicated by a filed client separation form. However, Taxpayer must comply with all requests of PayPros to effect proper filing.

**Revocation of Prior Authorizations** This limited Power of Attorney and Tax Information Authorization supersedes and revokes all prior tax filing powers of attorney and tax information authorizations on file with relevant tax authorities for the same tax matters and periods but does not affect any other Power of Attorney or authorizations.

**Payment Responsibilities** If funds are not available in the company account to cover payroll or tax payments, the Taxpayer remains responsible for any late fees, collection costs, attorney fees and interest incurred. PayPros may suspend payroll processing, including the filing of tax returns and tax payments, without prior notification if funds are unavailable. A minimum charge of \$75 and a 2.2% NSF penalty will apply for each instance, along with 1% monthly interest on outstanding amounts. PayPros reserves the right to apply client funds to outstanding invoices before covering tax payments and may reverse employee direct deposits or debit owners/officers to cover these amounts.

**Personal Financial Responsibility of Responsible Individual** The Responsible Individual signing this Agreement accepts personal financial responsibility for ensuring sufficient funds for payroll transactions processed by PayPros. In the event of a "Bounced Payroll" (insufficient funds or other issues resulting in returned payroll transactions), the Individual will be personally liable for the full payroll amount and any related fees or penalties, including any and all collection costs and attorney fees. PayPros will notify the Individual of any bounced payroll and may initiate a reversal of direct deposit funds to recover the payroll amount. If the reversal is unsuccessful, the Company and the Individual will be jointly and severally liable for fees, charges, or penalties incurred. The Individual agrees to reimburse PayPros within two business days from notification of any bounced payroll, including all associated fees.

**Confidential Tax Data and Disclosure** I, the Taxpayer, understand that this authorization does not absolve me of my responsibility to ensure timely tax payments. I authorize taxing authorities to disclose otherwise confidential information to PayPros as needed to discuss, file, or provide information related to employment tax or corporate returns filed by or deposits made by PayPros. I confirm my authority to permit the disclosure of confidential tax information on behalf of the Taxpayer.

**Governing Law and Entire Agreement** This Agreement is governed by and construed in accordance with the laws of the State of Florida, Brevard County, without regard to conflict-of-law principles. This Agreement represents the entire understanding between the parties concerning its subject matter and supersedes any prior agreements, whether oral or written.

Name* (Required)	Responsible Party SS Number	Title
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Signature of Authorized Rep of Company* (Required)	Date* (Required)
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YES & INFO IS ATTACHED
  NO, WE HAVE NO PRIOR P/R THIS YEAR

Reporting Agent Signature \_\_\_\_\_ \*(Required) Circle one of the above, regarding payroll run during this year.