



## PAYROLL SERVICES PACKAGE

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**Text messages must include company name in the subject of message**

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# NATIONS

INSURANCE & PAYROLL SERVICES LLC

## CLIENT/EMPLOYER INFORMATION SHEET

Company Name: \_\_\_\_\_

FEIN NO: \_\_\_\_ - \_\_\_\_\_ RT Account \_\_\_\_\_ BP# \_\_\_\_\_

Number: State Document Number: \_\_\_\_\_ Payroll Start Date: \_\_\_\_\_

Primary Business Activity: \_\_\_\_\_

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### Mailing Address & Contact Information

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Officer Name & Title: \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Fax/Alternate #: \_\_\_\_\_ Preferred Method of contact: \_\_\_\_\_

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### Payroll History & Details

Does company have previous payroll history for current year? \_\_\_\_\_

Pay Frequency:

- Weekly     Bi-Weekly     Semi-Monthly     Monthly

Pay period:

Start: \_\_\_\_\_ End: \_\_\_\_\_ (ex: Sun - Sat) Pay Day: \_\_\_\_\_

If pay date falls on a non banking day:

- Pay on the prior business day     Pay on the following business day

Other Withholding Information (Select as many as needed)

- Medical     Dental     Other Fringe Benefits     Other Withholding



## PAYROLL SERVICE AGREEMENT

This Payroll Service Agreement hereby known as “Agreement” is made and entered into on the date listed below. This Agreement sets forth the rights and obligations of the Client/Employer hereby referred to as “Client” and Nations Insurance & Payroll Services LLC hereby referred to as “Provider” and its successors. Both parties agree that they enter into this Agreement voluntarily.

The Provider hereby agrees to provide the following payroll services to the Client:

- Payroll Processing and Payroll Tax Remittance Service
- Payroll Direct Deposit Service
- Payroll Delivery Service
- Governmental Payroll Report Compliance Service
- Additional Custom Payroll-Related Service

**Commencement of Agreement and Duration** – This Agreement shall commence on the effective date assigned by the Client and the Provider and it shall continue until terminated in accordance with this Agreement. Provider will provide all services related to the processing of payroll. ***Provider does not offer legal advice or services with respect to federal or state employment law.***

Scope of Agreement: Relationship of Parties

### ***Provider Responsibilities and Obligations include:***

- Initiation of Service – Provider will set up Client in payroll system. Client will have access to an Employer Portal from which the Client can view payrolls processed, compliance forms, payroll schedules and employee information. Client will receive a login name and temporary password upon set up. Employees will also have access to an Employee Portal when the employee provides an email address. Employees will be able to view pay stubs and W2s; make changes contact information and withholding information.
- Timely Processing – Provider will process payroll for the Client on timely basis when the Client complies with the requirements set forth in the “Client Responsibilities and Obligations” section of this agreement. Provider will require that the Client process at least one payroll per quarter.
- Reporting – Provider will submit on behalf of Client all payroll reports to federal and state agencies. Provider will provide access to the Client of payroll reports after every processed payroll. Copies of quarterly and annual reports will also be provided at the end of each quarter and calendar year via the Employer Portal and or the ATOM Portal. Clients wishing paper reports must submit their requests in writing. Delivery of paper reports via overnight service will be charged an additional fee to cover the cost of mailing. Payroll reports cannot be emailed to Client due to IRS privacy regulations.
- Payroll Service Fees – Provider charges a payroll fee based on the number of employees and frequency of the payroll schedule(s) and charged each time the payroll is processed. Additional payrolls outside of the

scheduled schedule will be charged additional fees. A delivery fee will be charged if the Client requires paper checks to be overnighted.

- Collection of Payroll Fees – As part of this Agreement, the Client authorizes the Provider to deduct via ACH bank draft from Client's company bank account payroll processing fees. The fee schedule forms part of this Agreement listed as Attachment A of this Agreement. Fees are subject to change with written timely notice.
- Additional Fees – Client authorizes debits of additional fees charged for processing of year end reports which include W2/W3 preparation.
- Correspondence – Provider will assist the Client with any payroll correspondence from Federal and State Agencies.
- Related Services – Provider will provide support services for events requiring payroll information, such as annual worker's compensation insurance and general liability insurance audits, as necessary at no additional charge for active clients.
- Privacy of Information – Provider maintains physical, electronic and procedural safeguards that comply with Federal regulations to guard the Client's non-public information. Provider does not disclose any non-public information to anyone, except as permissible by law, unless permission is received from the Client.
- Records Compliance – Provider does not store documents pertaining to employee applications, direct deposit authorization forms and forms W4, W9 and I9.
- Authorized Representatives – Provider will not discuss the details of any payrolls with the Client's employees or former employees. We restrict access to non-public Client information solely authorized in this Payroll Agreement or to representatives designated by the Client via written authorization.

***Client's Responsibilities and Obligations include but are not limited to the following:***

- Contact Information – Client agrees to responsibly notify Provider of any change in its contact information and banking information within 5 business days of the change or prior to the processing of the next payroll. The Client contact information on file with the Provider will include but is not limited to mailing address, physical address, phone numbers, email address and payroll banking information.
- Obtaining State & Local Account Numbers – Client is solely responsible for obtaining the proper State and local payroll related account numbers with regard to employment regulations regarding the reporting of wages to any State in which the Client's employees reside in.
- Payroll Processing – Client will be notified via email with advance notice that a payroll is scheduled to be processed. Client must submit wage information (if applicable to their employees) or notify Provider of any changes prior to the deadline date listed in the notification. Unless Provider receives notice from Client of any changes to payroll, Provider will process payroll with default wages.
- Adequate Funding – Client agrees to have funds available in their business account to adequately cover total cost of payroll which includes net wages, employer and employee taxes and payroll fees. If the processing of a payroll results in insufficient funds for wages, payroll taxes and or payroll fees, Client will receive an email requiring the Client to remit funds within 24 hours via wire transfer for wages paid to employees. Failure to remedy payment within the require time frame may result in the termination of ACH services, payroll services in its entirety and legal action to collect outstanding funds. Insufficient

funds for payroll taxes will require the Client to independently make deposits to Federal and State agencies as applicable. Note, late tax deposits that incur penalties and interest are the sole responsibility of the Client. Client agrees that Provider is never responsible for overdrafts on the Client's bank account as a result of debiting amounts caused by insufficient funds related transactions.

- Overdraft Fees – Payroll transactions resulting in insufficient funds are subject to overdraft fees. Those fees will be drafted by Provider in a separate transaction. A charge of \$75 will be accessed per amount over drafted. Repeated overdrafts will result in the termination of payroll services.
- Correspondence – It is the Client's responsibility to forward any and all correspondence from Federal, state and or local government agency correspondence sent directly to the Client to the Provider for review. Correspondence may have pertinent changes to payroll deposit requirements and or payroll tax rate changes. Client agrees that Provider will not be responsible for the incorrect collection of payroll taxes or deposit requirements resulting in under payment of taxes and assessment of penalties or interest due to Client's failure to timely notify Provider of changes.
- Employment Eligibility and Records Compliance – Client is solely responsible for ensuring that all employees are in compliance with immigration and labor law requirements. Client further agrees to maintain in its possession proper documentation employment records as required by the Department of Labor.
- ACH/EFT Agreement – Provider process payroll using a third party vendor, Accountants World. The use of their software system requires that the Client sign an additional electronic agreement. That Agreement forms part of this Agreement. Failure by Client to agree with terms of said additional agreement will void this Agreement.

**Termination of Services** – Client wishing to terminate payroll services may terminate this Agreement at any time via written notification. Any pending fees will be collected from the Client's corporate bank account at the time of termination. Client terminating services in the middle of a quarter or year will be provided payroll register reports to assist Client in complying with filing of quarterly or annual reports. The Client will be responsible for completing any Federal or state reports due for the quarter or year end, and is responsible for deactivating or cancelling any reemployment account numbers. The Client may retain Provider to assist in the filing of any outstanding reports, separate fees will apply.

This Agreement is hereby made between Nations Insurance & Payroll Services LLC and \_\_\_\_\_,

Client, located at \_\_\_\_\_  
Address City State Zip

IN WITNESS WHEREOF, Client and Provider have caused this Agreement to be executed in their names by their undersigned officers or authorized representative being duly authorized to do so.

\_\_\_\_\_  
Client Signature Name and Title Date

\_\_\_\_\_  
Provider Signature Name and Title Date



**Employer Bank Authorization & Consent For Employer Billing**

Firm Provider: NATIONS INSURANCE & PAYROLL SERVICES LLC

Client: \_\_\_\_\_

**Employer Bank Information for ACH/EFT Payment Processing**

Enter the requested banking information into the following table. This account will be used for all debits when processing electronic payments, payroll direct deposits, child support payments, and billing. You must authorize the use of this bank account.

For security reasons as part of the validation process and payroll setup, a non-refundable debit of under \$1.00 will be made from this account by our payroll vendor, Accountants World. To complete the validation, you must advise the Provider of the exact amount debited.

Your ACH application will be approved after validation of your bank account information.

<b>Routing Transit Number</b>	
<b>Account Number</b>	
<b>Bank Name</b>	
<b>Account Type</b>	

By signing this form, the above mentioned Client acknowledges that this bank account information is correct and valid and authorizes Nations Insurance & Payroll Services and Accountants World to debit this account for all ACH/EFT transactions. Client authorizes Provider to charge Employer’s payroll processing fees through ACH/EFT bank transactions.

Client understands and agrees that all Terms and Conditions and return fees as stated in the Payroll Agreement remain in effect for EFTs of Employer Billing.

\_\_\_\_\_  
Officer Signature, Name & Title

\_\_\_\_\_  
Date

### Attachment A – Payroll Fees

Fee per pay period:

# of Employees	Weekly	Bi-Weekly	Semi-Monthly	Monthly
1	\$ 32.86	\$ 41.34	\$ 44.52	\$ 53.00
2	\$ 33.92	\$ 42.40	\$ 45.58	\$ 54.06
3	\$ 34.98	\$ 43.46	\$ 46.64	\$ 55.12
4	\$ 36.04	\$ 44.52	\$ 47.70	\$ 56.18
5	\$ 37.10	\$ 45.58	\$ 48.76	\$ 57.24
6	\$ 41.34	\$ 46.64	\$ 49.82	\$ 58.30
7	\$ 42.40	\$ 47.70	\$ 50.88	\$ 59.36
8	\$ 43.46	\$ 48.76	\$ 51.94	\$ 60.42
9	\$ 44.52	\$ 49.82	\$ 53.00	\$ 61.48
10	\$ 45.58	\$ 50.88	\$ 54.06	\$ 62.54
11	\$ 46.64	\$ 51.94	\$ 55.12	\$ 63.60
12	\$ 47.70	\$ 53.00	\$ 56.18	\$ 64.66
13	\$ 48.76	\$ 54.06	\$ 57.24	\$ 65.72
14	\$ 49.82	\$ 55.12	\$ 58.30	\$ 66.78
15	\$ 50.88	\$ 56.18	\$ 59.36	\$ 67.84
16	\$ 51.94	\$ 57.24	\$ 60.42	\$ 68.90
17	\$ 53.00	\$ 58.30	\$ 61.48	\$ 69.96
18	\$ 54.06	\$ 59.36	\$ 62.54	\$ 71.02
19	\$ 55.12	\$ 60.42	\$ 63.60	\$ 72.08
20	\$ 56.18	\$ 61.48	\$ 64.66	\$ 73.14
21	\$ 57.24	\$ 62.54	\$ 65.72	\$ 74.20
22	\$ 58.30	\$ 63.60	\$ 66.78	\$ 75.26
23	\$ 59.36	\$ 64.66	\$ 67.84	\$ 76.32
24	\$ 60.42	\$ 65.72	\$ 68.90	\$ 77.38
25	\$ 61.48	\$ 66.78	\$ 69.96	\$ 78.44
26	\$ 62.54	\$ 67.84	\$ 71.02	\$ 79.50
27	\$ 63.60	\$ 68.90	\$ 72.08	\$ 80.56
28	\$ 64.66	\$ 69.96	\$ 73.14	\$ 81.62
29	\$ 65.72	\$ 71.02	\$ 74.20	\$ 82.68
30	\$ 66.78	\$ 72.08	\$ 75.26	\$ 83.74
31	\$ 67.84	\$ 73.14	\$ 76.32	\$ 84.80
32	\$ 68.90	\$ 74.20	\$ 77.38	\$ 85.86
33	\$ 69.96	\$ 75.26	\$ 78.44	\$ 86.92
34	\$ 71.02	\$ 76.32	\$ 79.50	\$ 87.98
35	\$ 72.08	\$ 77.38	\$ 80.56	\$ 89.04
36	\$ 73.14	\$ 78.44	\$ 81.62	\$ 90.10
37	\$ 74.20	\$ 79.50	\$ 82.68	\$ 91.16
38	\$ 75.26	\$ 80.56	\$ 83.74	\$ 92.22
39	\$ 76.32	\$ 81.62	\$ 84.80	\$ 93.28
40	\$ 77.38	\$ 82.68	\$ 85.86	\$ 94.34
41	\$ 78.44	\$ 83.74	\$ 86.92	\$ 95.40
42	\$ 79.50	\$ 84.80	\$ 87.98	\$ 96.46
43	\$ 80.56	\$ 85.86	\$ 89.04	\$ 97.52
44	\$ 71.62	\$ 86.92	\$ 90.10	\$ 98.58
45	\$ 82.68	\$ 87.98	\$ 91.16	\$ 99.64
46	\$ 83.74	\$ 89.04	\$ 92.22	\$ 100.70
47	\$ 84.80	\$ 90.10	\$ 93.28	\$ 101.76
48	\$ 85.56	\$ 91.16	\$ 94.34	\$ 102.82
49	\$ 86.92	\$ 92.22	\$ 95.40	\$ 103.88
50	\$ 87.98	\$ 93.28	\$ 96.46	\$ 104.94

\*\*Listed fees do not include the annual charge for W2 preparation.  
Request for overnight delivery of paper checks are subject to a separate delivery charge.