

**PAYLOCITY CORP.**  
**CLIENT TAX SERVICE AND BANK AGREEMENT**

**COMPANY NAME** \_\_\_\_\_ **COMPANY #** \_\_\_\_\_

Paylocity Corp. offers a tax service and takes responsibility for making tax deposits and the timely filing of federal, state and local employment tax returns. In order to utilize this, Paylocity requires that the client agree to the following:

1. Client agrees to execute an "Employer Appointment of Agent" and "Tax Information Authorization" along with this "Client Tax Service and Bank Agreement" in order to receive tax filing services.
2. Client authorized Paylocity to have limited power of attorney to sign and send all obligations and signed forms to appropriate governments and banks.
3. Client shall comply with and be subject to the operating rules of ACH governing electronic funds transfer, as such rules shall be in effect among participating banks and the Federal Reserve Bank of Chicago. Paylocity will utilize the ACH system to transfer funds between the Client and Paylocity.
4. Client hereby agrees to indemnify and hold each participating bank, ACH and Paylocity harmless from any claim incident to the operation of this plan arising from any act or omission of the Client.
5. Paylocity requires that the total amount of tax related charges for each payroll is deposited by Client into their designated DDA account at least one business day prior to check date. This account shall be debited for the total amount of federal, state, local and unemployment taxes and credits to Paylocity the day before the check date.
6. Client hereby agrees that if sufficient funds to cover Client's tax related charges are not in Client's DDA account one business day prior to check date:
  - A) Paylocity may terminate Client from tax service effective immediately.
  - B) Client will become responsible for all tax deposits and filings then and thereafter with related penalties and interest.
  - C) Paylocity and bank will have no further obligations to Client with respect to tax filing services.
7. If tax service is terminated, Paylocity reserves the right to deduct Paylocity's outstanding fees from escrow tax funds, before said monies are returned to Client.
8. Paylocity will be responsible for the payment of any penalties and/or interest resulting from errors or omissions committed by Paylocity while filing taxes on Client's behalf.

**BANK INFORMATION - ACCOUNT USED BY PAYLOCITY TO DEBIT PAYROLL TAX LIABILITES**

BANK NAME \_\_\_\_\_ BANK # \_\_\_\_\_  
BANK ADDR \_\_\_\_\_ ACCOUNT # \_\_\_\_\_  
\_\_\_\_\_ CONTACT \_\_\_\_\_  
\_\_\_\_\_ PHONE # \_\_\_\_\_

THIS AGREEMENT WILL REMAIN IN EFFECT UNTIL CANCELED IN WRITING BY CLIENT

CLIENT NAME \_\_\_\_\_ TITLE \_\_\_\_\_  
(PLEASE PRINT)

BY: \_\_\_\_\_ DATE \_\_\_\_\_  
(MUST BE AUTHORIZED SIGNER ON ACCOUNT)