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See additional
instructions
below.**



A Payroll Tax Company

ENROLLMENT FORM

Last Name ¹	First Name ¹	Middle Initial	Legal Business Name	EIN
Street Address	City	County	State	Zip Code
Home Phone	Work Phone	Fax Number	Email	
SSN				
Have you already hired your employee(s)?	Do any employees work overtime?	Will you need Nanny Tax Solutions to issue wage payments to your employees?	Will you provide health insurance?	If you do not have an EIN (Employer Identification Number) has it been applied for?
If you've already hired, on what date did you issue the first wage payment?	By what method do you pay your employees? (e.g., cash, check or direct deposit)	Are all of your employees willing to receive direct deposit?	Please list states in which you have employees.	Have you previously paid or registered to pay employment taxes?

¹ This should be the name of the primary individual taxpayer or business owner

**Please complete the attached Employee
Wages and Deductions Schedule²**

FEE PAYMENTS

**Employers will be invoiced after your customized plan is
created as described in the Customized Addendum.**

Instructions for completing and submitting form:

- 1. Download and save the form to your desktop or desired folder**
- 2. Complete the form. Adobe Acrobat is required. [Click here to download.](#)**
- 3. Email the completed form to contact@nannytaxsolutions.com**
- 4. If paying by credit card, you will be emailed an invoice for payment.**
- 5. If paying by check, make check payable to "Nanny Tax Solutions" and mail to the address below along with the Enrollment Form**

² A Form W-4 should be completed by each employee.

Please complete and submit using the address or email below
 245 Saw Mill River Road, Suite 106; Hawthorne, NY 10532
 (888) 217-4262 Toll-Free (914) 214-5762 Local
 (888) 804-8330 Fax
contact@nannytaxsolutions.com



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TERMS AND CONDITIONS

By signing this Enrollment Form and Terms and Conditions (collectively, the "Agreement"), Employer (or "You"), acknowledges and agrees to provide Nanny Tax Solutions with the information required to complete the payroll tax forms, Form W-2s, and payments to your employee(s), depending on the services chosen by you. Upon Nanny Tax Solutions' receipt of Employer's initial payment, Nanny Tax Solutions can begin contacting state and federal agencies on your behalf. In order to begin service and to complete the required payroll tax forms, W-2s, and payments to your employee, Nanny Tax Solutions must have the following:

1. Physical address, email address, and phone number of the business.
2. Business owner's personal address and phone number.
3. Your Social Security Number.
4. Employer Identification Number (EIN).
5. Your State Unemployment Tax ID and State Unemployment Tax Rate.
6. Each employee's address and phone number.
7. Each employee's Social Security Number.
8. Each employee's bank account information if being paid via direct deposit.
9. Completed Employee Wages and Deduction Schedule.
10. A Form W-4 completed by each employee.
11. A Form I-9 completed by Employer and each employee verifying employee's eligibility to work in the U.S.
12. Direct Deposit Authorization Agreement completed by each employee desiring direct deposit, as well as a copy of the employee's voided check.
13. If you are using ACH services to pay your employees and payroll taxes, you will also need to provide your Employer bank account information for automatic debit. You **MUST** provide a voided check, bearing the Employer's name, as part of the bank account verification process. Please see below for additional terms regarding the use of ACH services.
14. Federal and state Power of Attorney.

IMPORTANT CLIENT INFORMATION

Proper preparation of tax filings by Nanny Tax Solutions depends upon the accuracy and completeness of the information provided by Employer to Nanny Tax Solutions. Nanny Tax Solutions is not responsible for any errors in the information that is provided, or for any inaccuracies caused by the Employer's failure to provide Nanny Tax Solutions with complete information.

When forms cannot be filed electronically and a Power of Attorney is not on file, Employer, not Nanny Tax Solutions, is responsible for signing the forms prepared by Nanny Tax Solutions and submitting them in a timely manner to the appropriate government agency.

EMPLOYER'S SOLE REMEDY FOR BREACH OF WARRANTY, SUBJECT TO CONTRARY PROVISIONS OF LAW, ARE AS STATED BELOW. NANNY TAX SOLUTIONS DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. IN NO EVENT SHALL NANNY TAX SOLUTIONS BE LIABLE FOR INDIRECT, SPECIAL, OR CONSEQUENTIAL DAMAGES. HOWEVER, IN THE EVENT ANY LIABILITY IS IMPOSED ON NANNY TAX SOLUTIONS, OUR LIABILITY TO EMPLOYER OR ANY THIRD PARTY SHALL NOT EXCEED THE TOTAL AMOUNT OF FEES YOU HAVE PAID TO NANNY TAX SOLUTIONS DURING THE YEAR IN QUESTION.

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1. If Employer desires to use the ACH services provided by Nanny Tax Solutions via Patriot Software and NatPay, Employer must complete IRS Form 8655, which authorizes Nanny Tax Solutions, Patriot Software and NatPay to act as Employer's Reporting Agent.
2. In order to use ACH services, Employer must have a valid credit card on file with Nanny Tax Solutions.
3. Employer must maintain sufficient funds in its bank account to cover payroll expenses and related tax liabilities. Employer **MUST** maintain a balance equaling two (2) times Employer's total payroll and tax liability payments for the month.
4. Employer will be charged a Correction Fee, as listed in the NatPay Correction Fee Schedule of the Application, if there are insufficient funds in Employer's account when payroll or payroll taxes are debited. Please review this schedule carefully, as these fees range between \$3.00 and \$100.00. Failure to maintain sufficient funds will result in immediate termination of the Agreement between Employer and Nanny Tax Solutions. Employer authorizes Nanny Tax Solutions to recover these fees by charging Employer's credit card on file.
5. If any invoice payment of our fees is returned by Employer's bank, a \$25.00 returned check fee will apply.
6. Employer hereby agrees that if there are any Debit Returns for any reason, Nanny Tax Solutions requires Employer to immediately wire funds to cover the returned amounts. If the deficiency is not resolved by 2 PM Eastern Time on the date of return, Nanny Tax Solutions reserves the right to recall the credits to all employees' accounts. Nanny Tax Solutions also reserves the right to terminate Employer from its services effective immediately without notice, and to pursue immediate legal action, including, but not limited to, placing a freeze on escrowed funds and/or reversal of payments. If legal action is required by Nanny Tax Solutions, Employer agrees to pay all Nanny Tax Solutions' costs and legal fees associated with such action.
7. Nanny Tax Solutions shall not be responsible for penalties and interest assessed for late filing of tax deposits or monthly/quarterly/annual tax returns if such funds are not received in a timely manner or if Employer has not provided Nanny Tax Solutions with unemployment rates, deposit frequency change notices, or other necessary correspondence.
8. It is Employer's responsibility to timely provide all information needed for our preparation. Failure to provide timely information may result in the late filing of Employer's returns.
9. Employer has the final responsibility for payroll tax returns and, therefore, Employer should review them carefully before signing or providing authorization for filing.
10. This Agreement will continue until notice is given, by either party, to cancel. Nanny Tax Solutions shall cancel this Agreement for non-payment of fees, or for an occurrence of insufficient funds in Employer's bank account for payroll and payroll tax liabilities. Termination as a result of insufficient funds shall be immediate. For termination by Employer, notice must be given at least 30 days prior to the date that services intend to be canceled. This allows time for Nanny Tax Solutions to remove Employer from its system to prevent any unintended electronic filings. All future filings that are due will be the responsibility of Employer. If termination occurs in the middle of a quarter, Employer shall receive a prorated refund of any fees paid in advance.

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TERMS AND CONDITIONS

11. Governing Law, Jurisdiction, and Venue: Any action or proceeding on the Agreement by or against Nanny Tax Solutions shall be initiated and maintained under the jurisdiction of the State of New York with venue in the courts of Westchester County, and shall be construed and governed by the laws of the State of New York.
12. The validity, construction, and effect of the Agreement between Nanny Tax Solutions and Employer shall be governed by the laws of the State of New York (without giving effect to principles of conflicts of law).
13. Consent to Jurisdiction and Waiver of Jury Trial: Employer and Nanny Tax Solutions hereto hereby irrevocably consent to the exclusive jurisdiction of the Supreme Court of the State of New York in Westchester County and the United States District Court for the Southern District of New York, and waive trial by jury in any action or proceeding with respect to the Agreement.
14. The Agreement and the performance by Nanny Tax Solutions of its services hereunder shall not relieve Employer of any obligation imposed by law or contract regarding the maintaining of records or other matters, nor from employing adequate audit, account, and review practices customarily followed by similar businesses.

By submitting the Enrollment Form and Terms and Conditions, Employer acknowledges that Nanny Tax Solutions has only been hired to provide the services listed in the Customized Addendum. Any other services are beyond the scope of this Agreement.

After we receive Employer's acceptance and payment for the first month's installment, Employer's employee will receive an email with secure access to MY Patriot Employee Portal. The employee should notify Employer and Nanny Tax Solutions if any of the information in the employee's profile is incorrect. Services cannot begin until all required information, listed in items #1 through #14 above, for both the Employer and employee have been received.

I acknowledge acceptance of the above Terms and Conditions and Customized Addendum incorporated by reference

Company Name (Please Print): _____

Name of Principal / Officer (Please Print): _____ **Title** _____

Signature of Principal / Officer: _____ **Date** _____

Acceptance by Nanny Tax Solutions

Name of Principal / Officer: _____ **Title** _____

Signature of Principal / Officer: _____ **Date** _____

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NatPay Direct Deposit Fees

Please note that the fees below ARE NOT typical for an account on a regular basis. Correction fees are only charged when a corrective procedure is necessary to ensure that a received payroll file will be processed for the requested pay date. Most of the fees can be avoided with regular review of your Transaction Verification Report.

Processing Fees

Fee Name	Fee Description	Fee Cost
Setup Fee	Assessed when customer applies to use NatPay for Direct Deposit services.	Free with payroll
Item Fee	Assessed for each direct deposit record submitted to NatPay. Also, includes fee assessed for debiting customer account for payroll.	Free with payroll
Expedited Processing	Assessed when customer requests one of the following on the NatPay application: – 3-day Expedited Timing from “Funding Option One: Regular ACH Funding” – 1-day Expedited Timing from “Funding Option Two: Pre-Funding” – 1-day Expedited Timing from “Funding Option Three: Bank Wire Funding”	\$0.05 per transaction
Bank Wire Funding	Assessed when customer requests 2-day Standard Timing from “Funding Option Three: Bank Wire Funding” on the NatPay application.	\$15.00

Correction Fees

Fee Name	Fee Description	Fee Cost
Company Payroll Recall	Assessed when NatPay must recall your payroll file.	\$ 100.00
Company Payroll Return	Assessed when sufficient funds are not present in your bank account to fund the payroll amount.	\$ 100.00
Collections Return Item	Assessed when sufficient funds are not present in your employees' bank account to cover a payroll recall.	\$ 25.00
Correction Request	Assessed for items returned due to incorrect banking information.	\$7.50
Credit Return	Assessed when NatPay is unable to deposit payroll into an employee bank account.	\$10.00
Emergency Payroll Processing	Assessed when customer transmission complications require NatPay's Customer Service to process payroll.	\$20 + \$1.00 per item entry
File Deletion	Assessed when NatPay's Customer Support has to delete a processed payroll file after it is sent.	\$10.00
File Reject Handling	Assessed when a payroll file is rejected due to an incorrect payroll date or incorrect company account information.	\$10.00
Item Deletion	Assessed when a request is made to delete an individual item from the payroll after it has been processed by NatPay.	\$10.00

Item Trace	Assessed when a request is made for the Federal Reserve to track the location of a specific item.	\$20.00
Prefunding Change	Assessed when a request to change the prefund amount after a payroll reminder has been sent from NatPay.	\$5.00
Prefunding Refund	Assessed when a prefund is returned due to non-use or when one prefund amount must be used for more than one payroll file.	\$10.00
Prefund Shortage	Assessed when using the prefund option, and the payroll amount is more than pre-debited amount.	\$10.00
Prefund Shortage: Over \$1,000	Assessed when using the prefund option, and the payroll shortage exceeds \$1,000 and requires additional wire to be initiated by customer.	\$15.00
Prenote Return	Assessed for items returned due to incorrect banking information.	\$3.00
Re-origination	Assessed when an employee's deposit is returned to the company payroll account, or re-sent to a new employee account.	\$7.50
Wire Reminder Call	Assessed when NatPay's Customer Service must call to inquire about the status of a bank wire that has not yet been received after 2 p.m. ET on the wire due date.	\$10.00