

Exception Fee Schedule

The following is a list of common exception fees that can be incurred for standard payroll and tax processing services and support. Due to the complex nature of payroll and payroll taxes, not all of the needs a User may have can be anticipated in advance. Thus, this list is not all-inclusive. Fees may arise, which are not listed below. Please Note: Annual Maintenance Fees and License Fees are not included below.

Processing Services	Fee	PTM	Treasury Management
Amended Returns*	\$175.00 each	X	
Inquiry Response (PTM error no charge)*	\$195.00 each	X	
SSA Notice Resolution*	\$175.00 each	X	
Unresolved Fallout Agency (past 7 days)	\$50.00 per agency/month	X	
W2C/W3C (Inquiry/Amendment Fees applied separately at rates listed above)	\$18.00 per page	X	
Notification Of Change - Advice Of Invalid ABA/DDA	\$12.50 per notification	X	X
Additional User Account (Monthly Fee)	\$50.00 each	X	X
Team Lead/Manager Support (Hourly Rate)	\$250.00	X	X
CSS Senior / CSS Support (Hourly Rate) **	\$200.00	X	X
Client Termination (Final Audit)	\$80.00	X	X
Check Stop Payment	\$50.00 each	X	X
Agency Account Registration Service	\$300.00/jurisdiction	X	
Additional Training and Support	\$250.00 per hour	X	X
Reprint/Electronic Copy Requests – Tracer, Check Copy, Return Copy	\$35.00 each	X	X
State of Maine Audit	\$15.00 per FEIN	X	
Funding Exception Fees	Fee		
ACH transfer	\$.08 per transaction	X	X
Wire Transfer - Incoming	\$35.00 each	X	X
Wire Transfer – Outgoing/IRS	\$125.00 each	X	X
Automated Reverse Wire ¹ Processing (Round Trip)	\$20.00 each	X	X
Automated Reverse Wire ¹ Monthly Maintenance (per Client)	\$3.50 per month	X	X
Late Payroll Tax/Garnishment File Transfers	\$50.00 each	X	X
Late Wire Funding	\$50.00 each	X	X
Non Funded Payrolls Voided	\$50.00 each	X	X
Quarterly Exception Fees	Fee		
Late Receipt of Data (Prior Payrolls or Prior QE Totals) Per Occurrence	\$75.00 each	X	
Late Data Integrity and Balance Approvals	\$18.00 each FEIN	X	
Reprocess Quarterly	\$75.00 each	X	
Minimum Quarterly Client Billing	\$125.00 flat fee	X	
Additional Quarter End Training (2 Training Sessions)	\$375.00	X	
Late Receipt of QE File	\$75.00 each	X	
Applied For IDs (fees below apply after expiration of 30-day grace period)	Fee		
31 to 60 Days	\$35.00 per FEIN tax jurisdiction	X	
61 to 90 Days	\$75.00 per FEIN tax jurisdiction	X	
91 Days and Older	\$150.00 per FEIN tax jurisdiction	X	
Non – Sufficient Funds Tiered Structure*** For Payroll Drafts Under 100k	Fee		
NSF - 1st Occurrence	\$150.00 Minimum each	X	X
NSF - 2nd Occurrence	\$250.00 Minimum each	X	X
NSF - 3rd Occurrence	\$500.00 Minimum each	X	X
Out-of-Balance Account Fee (Due to un-funded NSF)	\$100.00 per day late fee	X	X
Non – Sufficient Funds Tiered Structure*** For Payroll Drafts Over 100k	Fee		
NSF - \$100,000.00 to \$250,000.00	\$750.00	X	X
NSF - \$250,000.01 to \$500,000.00	\$1,500.00	X	X
NSF - \$500,000.01 to \$1,000,000.00	\$2,500.00	X	X
NSF - \$1,000,000.01 and over	\$5,000.00 per million	X	X
Special Handling Items			
*Inquiry/Amendment research requests will be billed at \$250.00/hour for inquiries/amendments not completed by Provider.			
**Provider charges hourly for additional services including but not limited to: handling incorrect, incomplete, or invalid information made available by User, historical tax accounting, special projects, and other professional services as may be required.			
***NSF Fees are applicable to all NSF instances, including NSF occurrences related to Automated Reverse Wire services.			
¹ Fedwire® is a registered trademark of the Federal Reserve Bank. “Drawdown Fedwire®” is also known as Automated Reverse Wire.			