

## 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 needs 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
Amended Returns*	\$275.00 each
Inquiry Response (PTM error no charge) *	\$195.00 each
SSA Notice Resolution*	\$175.00 each
Unresolved Fallout Agency (past 7 days)	\$50.00 per agency/month
W2C/1099/W3C (Inquiry/Amendment Fees applied separately at rates listed above)	\$109.25 per page
W2/1099 Reprint (Per Item)	\$13.00 per Item
3rd Party WC Reporting Set Up	\$95.16 per Item
Notification Of Change - Advice of Invalid ABA/DDA	\$12.50 per notification
Additional User Account (Monthly Fee)	\$50.00 each
Check Fee (Fee for Invoice payment via check)	\$50.00 each
Team Lead/Manager Support (Hourly Rate)	\$250.00
CSS Senior / CSS Support (Hourly Rate) **	\$200.00
Client Termination (Final Audit)	\$80.00
Access Fee - Inactive Clients	\$365 per month
Check Stop Payment	\$50.00 each
Void Payment Fee	\$35 per Item
Inactive Account Fee	1.25% month
Agency Account Registration Service	\$300.00/jurisdiction
Zero Dollar Returns Fee	\$100 per Item
Premium Processing Fee	\$50 per Item
Set-Up Fee	\$35 per Occurrence
Additional Training and Support	\$260.00 per hour
Reprint/Electronic Copy Requests – Tracer, Check Copy, Return Copy	\$35.00 each
Reprint of Quarterly Tax Returns	\$54.34 each
State of Maine Audit	\$15.00 per FEIN
Open Year W/ Record Retention	\$45 per Occurrence
Open Year W/O Record Retention	\$205 per Occurrence
Funding Exception Fees	Fee
ACH transfer	\$.08 per transaction
Same Day ACH Fee	\$182 per transaction
Same Day Processing	\$208 per Occurrence
Wire Transfer - Incoming	\$35.00 each
Wire Transfer – Outgoing/IRS	\$125.00 each
Automated Reverse Wire <sup>1</sup> Processing (Round Trip)	\$20.00 each
Automated Reverse Wire <sup>1</sup> Monthly Maintenance (per Client)	\$3.50 per month
Late Payroll Tax/Garnishment File Transfers	\$50.00 each
Late Wire Funding	\$50.00 each
Non Funded Payrolls Voided	\$50.00 each
Direct Deposit NOC Return Processing	\$8.68 each
Direct Deposit Return Processing	\$8.68 each
Trust Checks Cashed Early	\$52.00 each

<b>Quarterly Exception Fees</b>	<b>Fee</b>
Late Receipt of Data (Prior Payrolls or Prior QE Totals) Per Occurrence	\$75.00 each
Late Data Integrity and Balance Approvals	\$18.00 each FEIN
Reprocess Quarterly	\$75.00 each
Minimum Quarterly Client Billing	\$125.00 flat fee
Additional Quarter End Training (2 Training Sessions)	\$375.00
Late Receipt of QE File	\$75.00 each
<b>Applied For IDs (fees below apply after expiration of 30-day grace period)</b>	<b>Fee</b>
31 to 60 Days	\$150.00 per FEIN tax jurisdiction
61 to 90 Days	\$250.00 per FEIN tax jurisdiction
91 Days and Older	\$375.00 per FEIN tax jurisdiction
<b>Non – Sufficient Funds Tiered Structure*** For Payroll Drafts Under 100k</b>	<b>Fee</b>
NSF - 1st Occurrence	\$275.00 Minimum each
NSF - 2nd Occurrence	\$325.00 Minimum each
NSF - 3rd Occurrence	\$500.00 Minimum each
Out-of-Balance Account Fee (Due to un-funded NSF)	\$100.00 per day late fee
<b>Non – Sufficient Funds Tiered Structure*** For Payroll Drafts Over 100k</b>	<b>Fee</b>
NSF - \$100,000.00 to \$250,000.00	\$750.00
NSF - \$250,000.01 to \$500,000.00	\$1,500.00
NSF - \$500,000.01 to \$1,000,000.00	\$2,500.00
NSF - \$1,000,000.01 and over	\$5,000.00 per million
<b>Special Handling Items</b>	
*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.	