



## Agreement For Mailing Third-Party Checks Directly to Agencies

This Agreement is entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between Payroll World Inc, dba: Pay-Net, hereinafter referred to as Company, and

\_\_\_\_\_, hereinafter referred to as Client.

As an extra service, Company agrees to provide Agency Check Mailing Service to Client. Company, a payroll processing entity, will print Third-Party Checks for Client’s Agencies and prepare them for mailing by the United States Postal Service (USPS), properly sealing said checks and properly adding the correct postage to the checks. Company will then deliver said checks to the USPS, either at a local Post Office, an approved USPS third-party facility, or a USPS mail box located on a street and identified as a repository for envelopes and packages designated for delivery and handling by USPS.

Client agrees and recognizes that the Company’s control of said checks is terminated upon Company’s delivery of said checks to the USPS. Client also agrees that the accuracy of Third-Party Checks is completely dependent upon providing Company with correct Third-Party information and with correct payroll information.

Client agrees that Company shall not be responsible for said checks at the point in time starting immediately after the Company delivers the checks to the USPS.

Client agrees that they, and they alone, are responsible for maintaining correct addresses for their employees in the payroll system.

The fee for this service is \_\_\_\_\_ per check and shall appear as a line item on Client’s invoice. Prices are subject to change.

Agreed By:

**For the Client**

**For the Company**

Signature

Signature

Printed Name

Print Name

Title

Title