



We request that Pay-Net process an adjustment to the following quarters (e.g., 2024-Q1):

We are including details of the requested adjustment here (this MUST include Names AND IDs of affected employees, relevant check numbers, etc.):

**If necessary, supporting documentation.**

We understand that this adjustment may create a tax liability for the above-mentioned quarters. We also understand that these tax deposits will be late and that penalties and/or interest may be incurred due to this adjustment. If, on the other hand, this adjustment instead necessitates a refund of tax monies already deposited, we acknowledge that those requests will be made of relevant tax agencies, and refunds will be made at the sole discretion of the tax agencies in question, with Pay-Net having no control over the timing of said refunds.

We release Pay-Net of any liability that may arise as a result of these adjustments.

We acknowledge and approve the standard fees of:

- \$350 Base Fee
- + \$50 per Return (For Fed and CA this would be 941, 940, DE9, DE9-C)
- + Standard processing fees for any necessary payroll runs

*By signing below we agree to the enclosed Waiver of Liability and Fee Schedule approval.*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_ Company Code: \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_