

Authorization for Form 1096 and Forms 1099 Filing Service for 2021 Filing Season

Company Legal Name: _____ Client Code: _____

Authorizing Individuals Name: _____ Date: _____

By signing below, I am requesting that Autopaychecks HCM produce and file Form 1096 and Forms 1099-MISC and/or Forms 1099-NEC for the 2021 filing year for the legal company named above. I understand, acknowledge, and agree to each of the following:

- The fees for production and filing of Form 1096 and Forms 1099-MISC and/or Forms 1099-NEC are as follows:
 - Base Fee for filing Forms 1099-MISC: \$ 90.00
 - Base Fee for filing Forms 1099-NEC: \$ 90.00
 - Per Form Fee for Forms 1099-MISC: \$ 7.50 Per Printed Form
 - Per Form Fee for Forms 1099-NEC: \$ 7.50 Per Printed Form
 - Per Form Fee for Forms 1099-MISC: \$ 7.00 Per Electronic Form
 - Per Form Fee for Forms 1099-NEC: \$ 7.00 Per Electronic Form
 - Delivery Market Rate
 - Year-End Adjustments (starting at): \$ 1,000.00 Minimum fee – final cost based on adjustments required and timing of information received
Only required if Form 1099 processing information is received AFTER 12/31/2021.
- It is my responsibility to ensure the information that is provided to Autopaychecks HCM is accurate, correct, and falls within the filing requirements set forth by the IRS and each state that Forms 1099-MISC and/or Forms 1099-NEC will be filed.
 - <https://www.irs.gov/forms-pubs/about-form-1099-misc>
 - <https://www.irs.gov/forms-pubs/about-form-1099-nec>
 - <https://www.irs.gov/pub/irs-pdf/i1099msc.pdf>
- All required information including Business and/or Individual Names, Addresses, EINs and/or SSNs, and total amount(s) paid for tax year 2021 for recipients of Forms 1099-MISC and/or Forms 1099-NEC must be entered into the online Autopaychecks HCM iSolved platform and processed prior to 12/31/2021.
 - If all the required information will not be available and entered iSolved by 12/31/2021, you must notify Autopaychecks by 12/24/2021 so that arrangements can be made to place year-end processing on “Hold” for your company.
 - To ensure all Forms are processed and filed timely, Year-End processing will **not** be “held” past 01/05/2022. Should you require Forms 1099-MISC and/or Forms 1099-NEC to be processed and the information cannot be obtained and recorded in iSolved by 01/05/2022, additional fees (minimum of \$1,000.00) will apply for processing of Year-End Adjustments and filing of Forms 1099-MISC and/or Forms 1099-NEC may be late. The above legal company is responsible for any penalties incurred because of late filing and/or distribution of Forms.
- It is my responsibility to monitor IRS regulations that are released and notify Autopaychecks HCM of any changes immediately. Having a reporting agent does not relieve me from the liability for an agent’s failure to file returns or make tax deposits.

Indemnification and Liability:

1. Autopaychecks will exercise the same reasonable care and due diligence in performing its obligations under this Agreement that a prudent administrator in the same industry would exercise (herein after, the “Standard of Care”). It shall not be a breach of the Standard of Care set forth herein if Autopaychecks acts in accordance with Employer’s written instructions.
2. Employer agrees to indemnify and hold Autopaychecks, its officers, and employees harmless from and against all direct monetary damages of a compensatory nature, in connection with any action, suit, administrative proceeding or settlement related to the Autopaychecks HCM administrative services to Employer to the extent such damages arising from or related to services provided under this Agreement are not the direct and proximate result of Autopaychecks HCM breach of the Standard of Care set forth herein.
3. Under no circumstance will either party be liable to the other in a breach of contract claim for any incidental, consequential and/or punitive damages.

Authorized Signature: _____ Date: _____

Upon completion, please email to: info@autopaychecks.com