Addendum C

PENSOFT DOCULIVERY – PAY STUBS/W-2s

There is a one-time signup fee of $59.00 for each company (<u>including clients of processors</u>) to use either or both Doculivery or Direct Deposit Services.

A web-based application delivering a fast, easy, and customizable method of posting employee pay stubs (and/or recipient payments) and W-2s (based on employee opt-in) employees. Accessible from any computer with internet access it allows employees to view and/or print their pay stubs at their convenience. This drastically reduces the company time spent producing and distributing pay stubs.

PenSoft Doculivery Pay Stub/W-2 application and services includes the following functionality:

1. Employee Record Keeping
2. Employee Self-Service
3. Employee Access to Pay Stubs
4. Employee Access to W-2 Forms
5. Reporting
6. Messaging

Implementation: Setup and testing of the site can occur within 2 weeks of receipt of the signed contract, completed questionnaire and initial payment of the one-time setup fee (will use direct debit to collect this fee).

PenSoft Doculivery Pay Stub/W-2 Fee Structure:

1. $0.47 per pay stub/1099 recipient stub
2. $0.99 per electronic W-2 /1099

There is no minimum monthly fee for this service.
There is no trial period for this service.

Please allow approximately two weeks for initial setup.

Prices subject to change without prior notice.

Addendum D

PENSOFT NATPAY DIRECT DEPOSIT

A direct deposit file may be transmitted from PenSoft Payroll for single companies, and by web upload for payroll processors transmitting multiple companies.

There is a one-time signup fee of $59.00 for each company (<u>including clients of processors</u>) to use either or both Doculivery or Direct Deposit Services.

TRANSMITTER FORM AND PROOF OF FEDERAL EIN

- Download "DDPlus Processor Service Agreement", the multi-company direct deposit transmitter form , available at the following URL: http://www.pensoft.com/documents/DDPlus_Processor_Service_Agreement.pdf
  - o Fill out, sign and fax to 757-873-1733, or scan and email to info@pensoft.com
- Provide proof of Federal EIN containing an original signature (examples: Form 941 or Form SS-4)
  - o Fax to 757-873-1733, or scan and email to info@pensoft.com

PenSoft NatPay Direct Deposit Fee Structure:

NORMAL FEES
1. $ 1.00 Per File
2. $ 0.22 Per Item in each file (e.g. Tuesday file for Friday payday)

EXCEPTION FEES (Most common – Not all fees)
1. $ 50.00 Company Payroll Recall
2. $ 50.00 Non-Sufficient Funds (NSF) Fees
3. $ 20.00 Wire Transfer Fee
4. $ 20.00 Credit Return Charge

Call for any additional fees.
There is no minimum monthly fee for this service.
There is no trial period for this service.
Please allow approximately two weeks for initial setup.
Prices subject to change without prior notice.