

MONTHLY PAYROLL ADMINISTRATION RETAINER AGREEMENT

This Monthly Payroll Administration Retainer Agreement (the "Agreement") is entered into and made effective as of _____, by and between:

Client: _____

Address: _____

Contact: _____

Service Provider: _____

Address: _____

Contact: _____

1. Scope of Services

The Service Provider agrees to perform the following payroll administration services on a monthly retainer basis:

1. Processing of regular payroll for _____ employees/contractors.
2. Calculation of federal, state, and local withholding taxes.
3. Preparation and filing of monthly, quarterly, and annual payroll tax reports.
4. Facilitating direct deposits and/or physical check preparation.
5. Generating monthly payroll reports for Client's management team.
6. Year-end processing, including generation and distribution of W-2 and/or 1099 forms.

2. Term and Termination

This Agreement shall commence on _____ and shall continue on a month-to-month basis. Either party may terminate this Agreement by providing at least _____ days written notice to the other party.

3. Retainer Fees and Payment

The Client agrees to pay the Service Provider a monthly retainer fee of \$ _____ for the services outlined in this Agreement.

This retainer fee is due and payable on the _____ day of each month. Payments shall be made via _____. Any additional services requested outside the scope of this Agreement will be billed at an hourly rate of \$ _____.

4. Client Obligations

The Client agrees to provide all necessary payroll data, hours, employee updates, and banking information to the Service Provider no later than _____ days prior to each scheduled payroll run date. Delays in providing this information may result in payroll processing delays, for which the Service Provider shall not be held liable.

5. Confidentiality and Data Protection

The Service Provider shall maintain strict confidentiality with respect to all payroll records, personal employee data, and financial information provided by the Client. All data will be processed and stored securely in compliance with applicable local and national data protection laws.

6. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State/Country of _____.

7. Entire Agreement

This document constitutes the entire agreement between the parties and supersedes any prior understanding or representation of any kind preceding the date of this Agreement.

CLIENT:

Authorized Signature

Print Name: _____

Title: _____

Date: _____

SERVICE PROVIDER:

Authorized Signature

Print Name: _____

Title: _____

Date: _____