STATEMENT

Statement No:

Date:

Due Date:

Customer ID:

BILL TO

Payroll Service Period

Pay Period Start:

Pay Period End:

Check Date:

Total Paid Employees:

SERVICE / ITEM DESCRIPTION	QTY / COUNT	RATE / PRICE	AMOUNT
Base Payroll Processing Fee			
Per-Employee / Per-Check Processing Charge			
Direct Deposit Fee			
Payroll Tax Filing & Compliance Services			
Courier / Delivery Service			

Subtotal

Sales Tax (if applicable)	
Adjustments	
Total Due	

PAYMENT TERMS & POLICY

Payroll service fees are due upon receipt of statement. Fees are automatically drafted from your designated payroll bank account unless alternative written arrangements have been established prior to the check date.

Direct Debit / ACH Account

Wire / Check Details