

EdVisions Cooperative A La Carte Services



Owned & Operated by Educators

A La Carte Services Options:

Payroll Service

- Compute employee withholdings and net pay
- Print payroll checks
- Provide direct deposit of payroll
- Compile payroll records
- Prepare, print and deliver W-2's
- Prepare and file quarterly/year end payroll tax forms
- Make tax deposits and payments on Client's behalf from specified account
- New hire reporting
- Provide timekeeping software
- Human Resource Support

HR Support *\$100 per hour*

- Consultation & Guidance on HR topics
- Assistance with Employee Handbook and Policies
- Employment Law Compliance & Training

For More Information, contact Kay or Andi @ EdVisions Cooperative

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**EdVisions Cooperative
Payroll Service Agreement**

THIS PAYROLL SERVICE AGREEMENT is made and entered into this ___ day of _____ 20 __, by and between EdVisions Cooperative, a Minnesota Cooperative (the "Payroll Service Provider") and _____, a Minnesota nonprofit corporation charter school (the "Client").

RECITALS

WHEREAS the Client desires to obtain certain payroll and/or human resources Services from the Payroll Service Provider; and

WHEREAS the Client agrees to engage the Payroll Service Provider to perform such Payroll Services and the Payroll Service Provider hereby agrees to provide such services to the Client

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Services. The Payroll Service Provider hereby agrees to provide the following services chosen by the Client (the "Payroll Services"). (Check all that apply)

- ☐ Compute employee withholdings and net pay
- ☐ Print payroll checks
- ☐ Provide direct deposit of payroll
- ☐ Compile payroll records
- ☐ Prepare, print and deliver W-2's
- ☐ Prepare and file quarterly/year end payroll tax forms
- ☐ Make tax deposits and payments on Client's behalf from specified account
- ☐ New hire reporting
- ☐ Provide timekeeping software
- ☐ Human Resource Services

2. Service Rates. The Payroll Service Provider and the Client hereby agree to the following fees payable by Client:

- ☐ Monthly Fees Payroll Service Fee equal to:
 - 2.15% Gross Payroll for 1 - 25 employees
(includes 8 hours of Human Resource Services per month)
 - 2.25% of Gross Payroll for 26 to 50 employees
(includes 12 hours of Human Resource Services per month)
 - 2.35% of Gross Payroll for 51 to 100 employees
(includes 16 hours of Human Resource Services per month)

- ☐ Additional Human Resource Services in excess of scheduled hours per month will be billed at the rate of \$100 per hour.