

Payroll Outsourcing Service Agreement

Date: [Insert Date]

Between:

[Client Company Name]

[Client Address]

[City, State, Zip Code]

And:

[Service Provider Company Name]

[Service Provider Address]

[City, State, Zip Code]

1. Services Provided

The Service Provider agrees to provide payroll processing services to the Client, including but not limited to:

- Payroll calculation
- Tax withholding and filing
- Employee records management
- Reporting services

2. Term of Agreement

This agreement will begin on [Start Date] and continue until [End Date], unless terminated by either party with [Number] days' written notice.

3. Fees and Payment Terms

The Client agrees to pay the Service Provider a fee of [Insert Fee] per payroll cycle, payable [Insert Payment Terms].

4. Confidentiality

Both parties agree to maintain confidentiality concerning any proprietary or confidential information obtained during the term of this agreement.

5. Governing Law

This agreement shall be governed by the laws of [State/Country].

6. Acceptance

By signing below, both parties agree to the terms outlined in this Payroll Outsourcing Service Agreement.

Client Signature: _____

Date: _____

Service Provider Signature: _____

Date: _____