

# Payroll Processing Engagement Letter

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We are pleased to confirm our understanding of the engagement to provide payroll processing services for [Client Company Name] for the year ending [Year]. This letter outlines the scope of our services, responsibilities, and other pertinent details.

## Scope of Services

We will provide the following payroll processing services:

- Calculation of payroll deductions and withholdings
- Preparation and distribution of paychecks and pay stubs
- Filing of payroll taxes and year-end forms
- Assistance with payroll inquiries

## Responsibilities

Our responsibilities include:

- Ensuring compliance with federal and state payroll regulations
- Maintaining accurate payroll records

Your responsibilities will include:

- Providing us with accurate employee data and hours worked
- Reporting any changes in employee status or compensation

## Fees

The fees for our services will be [insert fee structure]. You will receive an invoice on a [monthly/quarterly] basis detailing the services provided.

## Termination of Services

Either party may terminate this agreement upon [insert notice period] written notice.

If you agree with the terms outlined in this letter, please sign and return a copy to us at your earliest convenience.

Thank you for choosing [Your Company Name]. We look forward to working with you!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

Agreed and accepted by:

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[Client's Authorized Signature]

[Title]

Date: \_\_\_\_\_