



YEAR END ADJUSTMENT PROCESSING AUTHORIZATION

Company # _____ Contact _____

Date _____ Check Date _____

- Process the above referenced payroll. We agree to an additional processing charge of \$150 plus \$2.00 per W-2 for this payroll run and agree to have PAYDAY-USA impound our account for such fee.
- If necessary, I authorize PAYDAY-USA to amend all returns affected by this backdated run at \$150 per return per quarter.
- Do not amend returns. Our company takes full responsibility for filing the corrected forms with all taxing agencies. I will forward copies of the amended returns to PayDay-USA.

As a result of the above adjustment payroll, the following W-2's need to be corrected:

<u>Employee #</u>	<u>Employee Name</u>
_____	_____
_____	_____
_____	_____
_____	_____

Brief description of the reason for the adjustment:

I understand that due to the late processing of our payroll, PAYDAY-USA does not under any circumstance assume responsibility for late payment penalties or interest assessed by any taxing authority or third party vendor, nor is it obligated to make payment(s) for your company. I further understand that PAYDAY-USA will not make any payment(s) to any taxing authorities or to any third party vendors until it has received sufficient funds to make such payment(s).

Authorized Signature _____ Date _____

Note: The above payroll will not be processed until PayDay receives the completed and signed form, please return this form to us immediately via fax (770) 395-6617.