

# Star Employment Agency Bookkeeping & Tax Service Agreement for Services

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

This agreement is between the Star Employment Agency Bookkeeping & Tax Service & your company named: \_\_\_\_\_

The Star will provide the services as follows:

1. Employees (they will be Star Employees but work for \_\_\_\_\_)
2. Bookkeeping (Sales Tax Return & File Taxes at the end of the Year)
3. Star will provide your company \_\_\_\_\_ Certificate of Worker's Compensation Insurance.

The billing rate will cover all employees wages plus all federal, state taxes plus worker's compensation rate according to the Star Employment Agency Worker's Compensation Insurance Carrier rate. The fee of \$250.00 will be charged for the monthly service provided.

Your company \_\_\_\_\_ agrees to pay Star Employment Agency Bookkeeping and Tax Service's Invoice within 15 days. After 15 days interest of \_\_\_\_\_ will be added to the invoice until paid.

All Star employees clock in and out on the \_\_\_\_\_ time clock. These hours are then transferred to a spreadsheet and forwarded to Star for payroll after every two weeks.

The client will provide the supervision and safe working conditions and good environment.

The Employer liability will be provided.

Each party holds each other harmless against all losses.

If we can provide you with any additional service or information. Please don't hesitate to call us.

Thanks

\_\_\_\_\_ agrees to teh fees and terms stated above

\_\_\_\_\_  
Company/Individual

\_\_\_\_\_  
Star Authorized Signature