

kbalaPayroll

Request for Service and Payroll Referral Agent Agreement

Telephone:

Responsible person:

IRS legal business name:

Employer identification number:

Unemployment Registration Number if applicable:

If you do not have Unemployment # please indicate such

Payroll delivery address:

Reports mail delivery address:

Email:

of employees:



Easy Payroll
10 Employee Paychecks
\$75 a month
Includes everything
for Payroll + **W2s**

kbalaTax.com

Thank you for your consideration

Payroll Referral Agent Compensation

Referral agents are always and shall always remain as an outside sales agent or independent contractor for **all** purposes including taxes. Shall have **No** claim to compensation except as provided in this agreement and agent shall not be entitled to reimbursement from company for any expenses incurred in performing this agreement.

1. The client is a new payroll client and has elected to activate service
2. The client has not cancelled service with Kbala in the last twelve months
3. The company received payment authorization on first payroll balance due
4. The company has delivered its first payroll as activated by outside referral agent
5. Commissions are issued at next pay period upon delivery of first payroll on activated accounts.
6. Checks are issued on the 15th of each month.
7. Commission of **\$25** is earned on activated payroll accounts with employee combinations of one or more employees per month, no other additions or subtractions.
 - a. *Commissions continue until the account is **canceled, withdrawn or terminates***
8. **W9 must be completed and submitted with this referral worksheet**