



HISTORICAL INFORMATION FEE SCHEDULE

(please check all that apply and specify dates)

Service Fee

\$50.00

(Applies to all requests as base fee, all other requests are additional, see schedule below)

COMPANY INFORMATION

- | | | | |
|---|-------------|-----------|----------|
| <input type="checkbox"/> Year to Date Information | \$ 25.00 | | YR _____ |
| <input type="checkbox"/> Monthly Information | \$ 10.00/mo | MO _____ | YR _____ |
| <input type="checkbox"/> Pay Period Information | \$ 10.00/pp | QTR _____ | YR _____ |
| <input type="checkbox"/> Accounting* | Varies | | |

QUARTERLY INFORMATION

- | | | | |
|---|---------|-----------|----------|
| <input type="checkbox"/> Employment Security | \$25.00 | QTR _____ | YR _____ |
| <input type="checkbox"/> Labor and Industries | \$25.00 | QTR _____ | YR _____ |
| <input type="checkbox"/> 941 | \$25.00 | QTR _____ | YR _____ |

EMPLOYEE INFORMATION

- | | | | |
|---|---------|----------|----------|
| <input type="checkbox"/> W-2 (copy) | \$ 5.00 | | YR _____ |
| <input type="checkbox"/> Year to Date Information | \$10.00 | | YR _____ |
| <input type="checkbox"/> New Hire Information | \$10.00 | MO _____ | YR _____ |
| <input type="checkbox"/> Check Stub Reprint | \$ 5.00 | PP _____ | YR _____ |
| <input type="checkbox"/> Check Reprint | \$ 5.00 | PP _____ | YR _____ |
- (check cancellation fees may also apply)*

TOTAL	\$	<u> </u>
Service Fee	\$	<u>50.00</u>
GRAND TOTAL	\$	<u> </u>

DATE NEEDED BY: _____

ADDITIONAL INFORMATION:

- I authorize Unity HR to debit the above fees from my account on file.
- I will pick up the above reports and agree to pay in full at the time of receipt.

_____ requested by _____

Company Requestor (please print)

_____ Date

Signature Date

* Fees may apply for document recovery, retrieval and reprint. Please specify all necessary dates, reports and details in the "Additional Information" section above.