



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

- | | | |
|---|-------------|--------------------|
| ☐ Year to Date Information | \$ 25.00 | YR _____ |
| ☐ Monthly Information | \$ 10.00/mo | MO _____ YR _____ |
| ☐ Pay Period Information | \$ 10.00/pp | QTR _____ YR _____ |
| ☐ Accounting* | Varies | |

QUARTERLY INFORMATION

- | | | |
|---|---------|--------------------|
| ☐ Employment Security | \$25.00 | QTR _____ YR _____ |
| ☐ Labor and Industries | \$25.00 | QTR _____ YR _____ |
| ☐ 941 | \$25.00 | QTR _____ YR _____ |

EMPLOYEE INFORMATION

- | | | |
|---|---------|-------------------|
| ☐ W-2 (copy) | \$ 5.00 | YR _____ |
| ☐ Year to Date Information | \$10.00 | YR _____ |
| ☐ New Hire Information | \$10.00 | MO _____ YR _____ |
| ☐ Check Stub Reprint | \$ 5.00 | PP _____ YR _____ |
| ☐ Check Reprint | \$ 5.00 | PP _____ YR _____ |
- (check cancellation fees may also apply)

TOTAL

\$ _____

Service Fee

\$ **50.00**

GRAND TOTAL

\$ _____

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

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

Human Resources • Risk Management • Payroll • Accounting • Personal/Corporate Taxes

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