



\*\*\* SPECIAL NOTICE \*\*\*

### SIX YEAR ARCHIVE SERVICE

Federal and State laws require all employers to retain payroll records for up to six years. To insure against the loss or destruction of your payroll records, CSC PAYMASTER provides a six year archive service.

### THE ARCHIVE SERVICE INCLUDES:

- \* Storing copies of all your payroll reports in complete detail on Electronic Media.
- \* Helping you fulfill the legal records retention requirements. If your records are lost, stolen, or destroyed, we will still have them available.
- \* Enabling you to retrieve your 2023 payroll report data through the year 2029.

### COST OF THE SERVICE:

The ONE TIME charge for the six year storage of your 2023 data is just one dollar per employee with a minimum of just \$35 charge per company. This is a cost per year of about 16 cents per employee.

Should you require report retrieval services, you will be charged a search fee of \$30, plus a \$10 charge for each report reprinted. If you require report retrieval but have refused the archive service, a search fee of \$200 will be charged, plus a \$30 charge per report printed.

Your charge for storage will be added to your January monthly invoice. If you would like us to store your data, you need to do nothing else! We will automatically store it for you.

If you do **NOT** wish to take advantage of this service, please do **ONE** of the following:

- Sign and return this form by fax or mail
- Email [billing@cscpaymaster.com](mailto:billing@cscpaymaster.com) with subject line "Archive Refusal" \*
- Contact the billing department at 401-785-0300

\*Please be sure to include your Company number and Company Name

All requests should be submitted prior to January 25, 2024 to ensure proper billing.

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

Company Name: \_\_\_\_\_ Co Num: \_\_\_\_\_