



Hemann, Grover & Co. Ltd.
Fixed Price Agreement with Oronoco Township

To document the understanding between us as to the scope of the work that Hemann, Grover & Co. Ltd. will perform, we are entering into this Fixed Price Agreement. To avoid any misunderstandings, this Agreement defines the services we will perform for you as well as your responsibilities under this Agreement.

PROFESSIONAL SERVICES will be provided beginning on January 1, 2025 and ending December 31, 2026

The services specifically include:

To be billed at set Monthly fee:

Monthly Payroll Preparation Services

Preparation of monthly payroll checks for all employees and required federal, state payroll tax deposits and monthly PERA deposits and reports, monthly MN DCP filings.

Quarterly Payroll Reporting Service

This service includes preparation of quarterly payroll tax return Form 941, MN filings and required payroll tax deposits.

Monthly billing for the above services

\$225.00/month

To be billed when service performed:

Forms W-2

Preparation and filing of 5 – 6 W-2 forms & annual transmittal Form W-3 **\$170.00**
 Any additional forms will be at \$28.00/form (Election Years)

Forms 1099

Preparation of annual required forms 1099 and 1096
 To be billed at \$20 per Form 1099.

Annual Workers Compensation Audit

\$175.00

Periodic Client Newsletter and Special Bulletins

This contains useful advice on management and current taxation issues. In addition to the Newsletter, we will send your special reports from time to time that are relevant to you.

Unanticipated Services

If an unanticipated need arises Hemann, Grover & Co Ltd. hereby agrees to perform this additional work at our standard hourly rates.

Service Guarantee

Our work is guaranteed, and you are the sole judge of our performance. If, in any month, anything we do falls short of your expectations, we will – without question – respect your right to a refund of your monthly fee if you are not delighted with the work we do and the way we do it. Additional details are provided in our commitment statement attached for you.

To assure that our arrangement remains responsive to your needs, as well as fair to both parties, we will meet throughout the year and, if necessary, revise or adjust the scope of the services to be provided and the prices to be charged in light of mutual experience.

Furthermore, it is understood that either party may terminate this Agreement at any time, for any reason, within 10 days of written notice to the other party. It is understood that any unpaid services that are outstanding at the date of termination are to be paid in full within 10 days from the date of termination.

[Signature] Hemann, Grover & Co. Ltd; Date. 1/8/2025

Agreed to and authorized by:

[Signature], Oronoco Township; Date _____
Signature Title

[Faint background text containing service details and pricing information, including mentions of Form 941, Form W-3, and Form 1099.]