

By and between Syndicated Services Inc., PayGo Plus, LLC

And their affiliates and/or assigns (Hereafter "THE COMPANY")

Insert Your Company Name (Hereafter "You")

WHEREAS, THE COMPANY is engaged in the business of providing payroll processing, HR Administration, premium administration and reconciliation services and WHEREAS, YOU desire to utilize THE COMPANY'S arrangement for determining premium with each pay period, YOU agree to the terms and conditions as set forth below:

#### INFORMATION ACCESS

You may designate an authorized contact for reporting payroll data and receiving reports. By sharing your password, user name or designating an authorized contact, you are authorizing the individual to make decisions on behalf of your company. This arrangement requires frequent access to our internet based services and the terms of use will be published on the sites. THE COMPANY reserves the right to make improvements to the tools or changes to the terms of use.

You agree and understand that any user with your user name and password or who YOU allow to receive information on behalf of your company has your expressed consent to enter into agreements and electronically approve any and all user agreements related to our products and services.

#### FEES COLLECTED (Only Applicable to Pay As You Go Participants)

THE COMPANY will collect adjusted rates as agreed on the proposal of service from your agent. By approving this agreement, you understand and agree that adjusted rates are inclusive of the net rates and the fees expressed as a percentage of payroll as defined in the definition of terms.

THE COMPANY is solely responsible for determining the subject wage and calculating the premiums due. PayGo Plus LLC is not the agent or insurer.

In addition to the net rates and adjusted rates, we will collect a per period processing fee. Per period processing fees may be waived for approved payroll providers. For non approved payroll providers the fee schedule will vary based on the frequency of payroll as follows;

Weekly	\$10
Bi-Weekly	\$12
Monthly	\$25
Semi-Monthly	\$15

PayGo Plus must report earned premiums through Syndicated Services, Inc. immediately on receipt of the payroll information. There is a late reporting penalty of \$25 per day if we do not receive the data within 3 business days after the check date.

#### DEFINITION OF TERMS

1. Classification codes are a primary part of the workers compensation pricing mechanism. On the policy, these codes are expressed with two to four digits and correspond to a description of the employees' duties. Each workers comp code has its own rate for the purpose of calculating premium on a policy. The rating authority for inspections, such as the NCCI inspection (or appropriate state Bureau) process plays an important role in proper classification. THE COMPANY does not make the final determination of the appropriate classification code. The client invoice may contain summary reference information which is a combination of the classification code and the appropriate state. **You agree that the company relies on the client's accurate representation of employee operations as regards to proper workers compensation classification codes. In the event that an insurance audit results in material changes in workers compensation classification codes, you agree to reimburse THE COMPANY for any additional insurance premiums due.**
2. Remuneration is the basis for calculating Workers' Compensation premium. Remuneration is primarily payroll, but may also include other forms of employee compensation which may vary by state. Workers' Compensation premium is computed by applying varying rates (for different classifications) (per hundred dollars of remuneration).
3. Manual rates are the base rates approved and filed with the appropriate State Department of Insurance. In most cases, the manual rates differ for each admitted carrier. This is the base rate for each workers' compensation employee classification.
4. Non-Working Deposit defined as fully earned fees which are not applied to the earned premium. This number may include broker fees as outlined on the original proposal for service. This line item may not be applied to audits, renewals and additional premiums etc.
5. Net Rates are not the same as the filed rates listed on the policy. The Net Rates roll in all of the items that modify the resulting policy premium from the normal class premium; this includes most taxes, fees, and surcharges, in addition to any schedule credits or debits, experience mods, increased limits, or and premium discounts. Net Rates are for illustration purposes and the simplicity of easily understanding the premium

6. Adjusted Rates are different from the Net Rates as defined above. There are some state taxes which may be collected as part of the working deposit and applied to the final calculation at audit. Adjusted rates will include all program expenses plus the calculations used in the net rate calculation.

Adjusted rates and the final billing by PayGo Plus LLC includes fees which are not a part of the filed and approved rates. By participating in this program you are freely and voluntarily accepting the Adjusted Rates and the resulting billings.

#### SPECIAL POWER OF ATTORNEY GRANTED TO THE COMPANY

A “special power of attorney” is granted to THE COMPANY as a condition of participation. (initial)

YOU agree to irrevocably appoint THE COMPANY as YOUR attorney in fact, to act in YOUR place as fully as YOU might act for submitting payroll reports, premium payments, and issuing a request on client’s behalf, in client's capacity as the insured, subscriber or vendor client under the policy or service agreement issued to client by the carrier or vendor or to terminate client's coverage or participation in the event client is no longer a client of THE COMPANY. THE COMPANY is authorized to secure and forward information material to the effect or continuation of coverage as requested by the carrier or vendor in cooperation with YOU.

THE COMPANY is authorized to act in any manner both proper and necessary to the exercise of the foregoing powers, and ratify every act that THE COMPANY may lawfully perform in exercising those powers.

For the consideration stated above, YOU intend that this power of attorney be coupled with client's interest. YOU declare this power of attorney to be irrevocable and renounce all rights to revoke it or to appoint another person to perform the acts referred to in this agreement.

**Accepted:**

**Print Authorized Officer Name (Signature) and date**

Print Sign and return to: [submissions@syndicatedservices.net](mailto:submissions@syndicatedservices.net)