



**Serving U.S. Clients since 1956 with offices in Wisconsin and Minnesota**

Green Bay, WI	Medford, WI
La Crosse, WI	Rochester, MN
Manitowoc, WI	St. Charles, MN
Marshfield, WI	Winona, MN

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## CONTRACT FOR SERVICES

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***Date***

We appreciate the opportunity to work with you. To ensure complete clarity, we are setting forth the pertinent information about the services we will provide to you.

This contract is between Client (see last page) and 1095Hawk, an ACA 1095 reporting service of Hawkins Ash CPAs, LLP ("1095Hawk"). Our fees for services will be billed as work is completed, based on the Pricing Schedule below. Our fees are payable upon receipt of our invoice.

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### Pricing Schedule

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	Package A Price	Package B Price
1-50 1095-B forms	\$400	Add 90 cents per form
1-50 1095-C forms	\$840	
51-100 forms	\$1,000	
101-150 forms	\$1,155	
151-300 forms	\$1,365	
301-500 forms	\$1,575	
501-1000 forms	\$2,100	
1001-2000 forms	\$2,900	
2001-3000 forms	\$3,940	
3001-4000 forms	\$5,100	
4001-5000 forms	\$6,300	
5001 or more forms	Contact us for quote	

Multiple EIN's as part of an Aggregate Group add \$600 per additional EIN.

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## Package Options

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### Package A includes

(you deliver forms to employees)

Form 1094 & 1095 preparation

1095-B or 1095-C forms

Self-insured or fully-insured

Form 1095-C code determination

Draft PDF copies sent to you for approval prior to e-filing

Electronic filing with the IRS

Easy to use process with minimal data entry

CPA prepared

Quality control check

Tech support - data collection process

Dedicated ACA specialist to assist you from start to finish

PDF delivery of employer form via email or secure portal

### Package B includes

**Includes all services in Package A, plus:**

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Additional Cost: \$0.90 per form

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**1095 forms will be mailed to each employee:**

To any location in the U.S.

A PDF file of all 1095 forms will be provided to the employer for your records

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## Additional Services

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Our goal is to exceed your expectations. Please consider us for other services that we provide including:

### Additional Affordable Care Act services at \$40/unit\*

Affordability consulting  
Penalty consulting  
Data manipulation  
Data export

Exchange notices  
FTE calculation  
E-file errors & TIN correction  
Test data

\* one unit = ACA consultation with a senior tax CPA up to ten minutes.

### Bookkeeping Services

Record transactions (receipts and disbursements)  
Accounts receivable reconciliation  
Accounts payable reconciliation  
Record adjusting journal entries  
Accounting assistance  
Reconcile bank statements  
Sales tax reporting

### Bookkeeping Services

Sales tax payments  
Excise tax filing  
Depreciation schedules  
Prepare 1099's/1096  
Prepare 1095's/1094  
Statement of Personal Property return  
Manufacturing Personal Property return

### Financial Statements

Compiled financial statements  
Reviewed financial statements  
Audited financial statements  
Personal financial statements

### Tax Services

Federal income tax return  
State income tax return  
State franchise report  
Tax planning/consulting

### Payroll Services

Process and prepare paychecks (or direct deposit)  
Federal and state liability payments  
Additional Payments as needed (garnishment, etc.)  
Prepare payroll tax returns  
Prepare W-2's/W-3  
Workers compensation audits  
Tip reporting

### Other Services Available

Management consulting  
Sales tax compliance consulting  
Set up and revise accounting systems  
Personal financial planning  
Internal control consulting  
QuickBooks, Sage 50 consulting  
Annual corporate renewal  
Offsite controllership

### Valuation Services

3 Certified Valuation Analysts on staff

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## Electronic Filing

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This will authorize 1095Hawk and Hawkins Ash CPAs to submit 1094 and 1095 forms electronically to the Internal Revenue Service (IRS). We will electronically file the forms on your behalf prior to the current filing deadline contingent upon Client providing us with the necessary data in the required format by 60 days prior to the filing deadline.

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## Legal

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You are responsible for the determination of your insurance plan's compliance with the rules and regulations of the Affordable Care Act. We will not make any determination of the adequacy of the coverage offered under any health insurance plan. Please consult your insurance professional for a determination of your policy's compliance with the Affordable Care Act.

Our services are not designed to determine the status of any employee, the status of the employer's size, the minimum value of insurance offered, or if the employer is subject to the shared responsibility provisions under Section 4980H.

You are responsible for making all management decisions, performing all management functions, and for designating an individual who possesses suitable skill, knowledge, or experience to oversee any services we provide. In addition, you are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

None of these services can be relied on to detect errors, fraud, or other illegal acts that may exist. However, we will inform you of any material errors and evidence or information that comes to our attention during the performance of our procedures that fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies or material weaknesses in your internal control as part of this contract.

With respect to any services, work product, or other deliverables hereunder, or this contract generally, 1095Hawk's liability to the client will in no event exceed the fees that the 1095Hawk receives for the portion of the work giving rise to the liability.

The parties to this contract agree that any dispute that may arise regarding the meaning, performance or enforcement of this contract will, prior to resorting to litigation, be submitted to mediation upon the written request of any party to the contract. All mediations initiated as a result of this contract shall be administered by the American Arbitration Association ("AAA"). The results of this mediation shall be binding only upon agreement of each party to be bound. Costs of any mediation proceeding shall be shared equally by both parties.

Work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. A service charge at the rate of 1% per month will accrue on any balance not paid within 30 days of the invoice date with a minimum charge of \$1.00 per month.

Any litigation arising out of this contract, except actions by 1095Hawk to enforce payment of 1095Hawk's professional invoices, must be filed within one year from the completion of the contract, notwithstanding any statutory provision to the contrary.

1095Hawk shall not have any liability to the client for any special, consequential, incidental, punitive or exemplary damages or loss, including, but not limited to any lost profits, savings or business opportunity.

In the unlikely event that you submit information that is considered Protected Health Information ("PHI") under the Health Insurance Portability and Accountability Act of 1996 or its relevant regulations ("HIPAA"), you will notify us. Upon notification, 1095Hawk will send you a Business Associate Agreement for your signature. Client shall hold 1095Hawk and Hawkins Ash CPAs, LLP harmless of PHI and states that none of the information provided to us is considered PHI under HIPAA, unless notified by Client. For more information see the related HHS.gov website at: <http://www.hhs.gov/hipaa/for-professionals/covered-entities>

1095Hawk will be diligent to protect all client data using currently available commercial data protection and encryption software and procedures. Data submitted by Client while stored on the internet will be encrypted in transit and at rest with an SSL certificate.

This contract will remain in effect unless and until subsequently modified or cancelled by written notification by you or us. This contract has been signed electronically and Client hereby agrees to be bound to this Contract by electronic signature. Please keep a copy for your records. 1095Hawk may pay a referral commission.

We greatly appreciate you choosing 1095Hawk. If you have any questions, we shall be pleased to discuss them with you. We look forward to a long and mutually beneficial relationship.

Sincerely,

**1095Hawk, a service of HAWKINS ASH CPAs, LLP**

Greg A. Kenworthy, CPA, Partner

**Acknowledgment of Client**

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**Client Name**

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*Client Contact Name (Signed Electronically)*

Date

**Signature (PLEASE SIGN ABOVE)**

Date

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**Client Contact name**

Printed Name

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**Client Address**

**Client Address**

Address

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**Client Phone**

Phone Number

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