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 (check cancellation fees may also apply)	$ 5.00	PP _____	YR _____

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)

_____ _____

Signature Date

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

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