



2017 W2 / 1095 / 1099 PRINT SERVICE

Submit Orders to RDA by September 15, 2017

Orders received after September 15, 2017 will incur a \$35 late fee.

Email Forms to amberley.weir@openrda.com

ORGANIZATION _____

SHIPPING ADDRESS _____

W2/1095 CONTACT _____

CITY, STATE, ZIP _____

1099 CONTACT _____

TELEPHONE NO. _____

PRINT SERVICE INVESTMENT ESTIMATE			
# EMPLOYEES/VENDORS (PLEASE DO NOT OVER ESTIMATE)	ITEM	COST PER EMPLOYEE/VENDOR	TOTAL
#	W2 Print Service	\$1.85	\$
#	W2 Copy A (Paper Filers ONLY)	\$0.50	\$
#	W2 Envelopes	\$0.40	\$
YES or NO	RDA to E-File W2s w/ SSA only	\$175.00	\$
YES or NO	RDA to E-File W2s w/ SSA & VA	\$275.00	\$
#	1095 Print Service	\$1.85	\$
#	1099 Print Service	\$1.85	\$
#	1099 Envelopes	\$0.40	\$
1	Setup Fee	\$200	\$ 200.00
#	W2 and/or 1095 Mail Service (optional)	\$0.70	\$
#	1099 Mail Service (optional)	\$0.70	\$
		Estimated Total	\$

Please choose one (1) of the following options for W2s/1095s:

1.	RDA to mail my W2s/1095s directly to me without stuffing them in envelopes.
2.	RDA to stuff my W2s/1095s in envelopes, NOT SEALED , and mail them to me.
3.	RDA to stuff W2s/1095s in envelopes, SEAL the envelopes and mail them to me.
4.	RDA to stuff, seal, and mail my W2s/1095s directly to the employees for \$.70 each.

Please choose one (1) of the following options for 1099s:

1.	RDA to mail my 1099s directly to me without stuffing them in envelopes.
2.	RDA to stuff my 1099s in envelopes, NOT SEALED , and mail them to me.
3.	RDA to stuff 1099s in envelopes, SEAL the envelopes and mail them to me.
4.	RDA to stuff, seal, and mail my 1099s directly to the vendors for \$.70 each.

Please choose a sort option for both EE and ER copies: (If left blank, they will be sorted by Last Name)

Form:	Sort by Location	Sort by Last Name
W2/1095 EE		
W2/1095 ER		

2017 PRINT SERVICE SUMMARY INFORMATION: REVIEW BEFORE SIGNING

Invoicing Details:

RDA will invoice 50% of the Estimated Total upon receipt of this signed agreement. The balance due will be calculated based on number of forms printed, services and shipping charges. The balance due invoice will be issued upon project completion. If other invoicing arrangements are needed, please add a note in the notes section below. Thank you for allowing RDA to meet your print service needs!

A Note on 1095 Printing:

Form 1095 does not contain a standard perforation/folding line. A form for an individual employee takes a full 8.5 x 11" page. In an effort to ease the delivery process, RDA plans to fold the 1095 and place it in a double window envelope along with the employee's W2. If you do not want your 1095 forms folded and placed in envelopes, please make a note in the comments section below.

FORMS PRICES

Setup Fee		\$200
W2/1095/1099 Print Charge		\$1.85 per employee or vendor
W2 Copy A*		\$0.50 per employee <i>*order only if not filing electronically</i>
Electronic filing with SSA only		\$175.00
Electronic filing with SSA and State of VA		\$275.00
Envelopes (W2 & 1099)		\$0.40 per envelope
Mailing Service		\$0.70 per envelope

OTHER IMPORTANT PRICES

Additional Accuwage submissions due to client data errors	\$35 per submission (1 st & 2 nd submission are free)
RDA Reprinting of W2s	\$50.00 set up fee plus \$1.85 per W2
2 nd Electronic Filing due to Client Errors	\$100.00
Printing Late Fee	\$100.00

NOTES Please list any special instructions below. This can include W2/1095 sorting options, envelope preferences, 1095 information, invoicing requests, etc.

Project Acknowledgement: I have read and understand the terms and prices of RDA's print service.

Signature

Date

2017 RDA W2/1095 PRINT SERVICE RESPONSIBILITIES & TERMS AGREEMENT

Under the terms of this agreement between RDA Systems, Inc. (hereafter referred to as RDA) and _____ (hereafter referred to as "the Employer") RDA agrees to provide the following W2/1095 Print Services:

- Process W2 data through AccuWage one time free of charge to test for proper formatting.
- Print a W2/1095 for each employee included in the data submitted to RDA.
- Stuff the printed W2/1095 into an official W2 envelope (optional).
- Mail all W2/1095s to Employer for distribution, unless Employer chooses to have RDA mail W2/1095s directly to employee via US Postal Service. There is an additional cost associated with mailing forms directly to employee.
- File W2s electronically with the IRS Social Security Administration if requested to do so by the Employer. File W2s electronically with the State of VA if requested to do so by the Employer.
- Invoice the Employer 50% of the estimated total cost of the W2/1095 Print Service upon receipt of a signed 2017 RDA Print Service Responsibilities and Terms Agreement. The remaining balance due will be invoiced upon RDA printing and mailing the W2/1095s as agreed.
- **NEW: Print Service Deadline. All forms must be ready for printing and RDA notified with proper steps (helpdesk ticket & applicable reports signed/submitted) no later than end of business day on January 19, 2018. Failure to meet this deadline will incur a \$100 late fee.**

NOTE: Under the terms of this agreement RDA is not responsible for the accuracy of data submitted by the Employer.

The Employer agrees to:

- Pay the estimated total cost of W2/1095 Print Service within 30 days of date of invoice. Pay the remaining balance due (shipping and additional services if applicable) upon completion of printing, within 30 days of date of invoice.
- Load most recent Payroll and W2 programs as provided by RDA.
- Run W2/1095 Setup and Process Procedures as specified in the 2017 W2 Documentation.
- Assume full responsibility for the accuracy of data submitted to RDA.
- Run, print, verify accuracy, and sign W2 Report A (*Totals Only*), W2 Report B, Box 12 Counts Report and any 1095 Reports as needed by RDA.
- Fax the signed W2 Report A (*Totals Only*), W2 Report B, Box 12 Counts Report and any 1095 Reports as needed to RDA fax number 770-479-4076.
- Place a CyberSupport ticket through Utilities or direct telephone call to RDA after reports have been sent.

NOTES:

1. **W2/1095 errors due to incorrect data sent to RDA will result in additional fees for reprinting and/or refiling once your organization has made the necessary corrections.**
2. **If RDA will be printing your 1099 forms, please read and sign the separate "2017 RDA 1099 PRINT SERVICE RESPONSIBILITIES AND TERMS."**

I have read and agree to the terms and conditions listed above.

Signature

Printed name and title

Date

2017 RDA 1099 PRINT SERVICE RESPONSIBILITIES AND TERMS AGREEMENT

Under the terms of this agreement between RDA Systems, Inc. (hereafter referred to as RDA) and _____ (hereafter referred to as "your Organization") RDA agrees to provide the following 1099 Print Services:

- Print a 1099 for each person (including a 1099 Copy A) included in the data submitted to RDA.
- Stuff the printed 1099s into an official 1099 envelope (optional).
- Mail all 1099s to your Organization for distribution, including your 1099 envelopes, unless you choose to have RDA mail 1099s directly to vendor via US Postal Service. There is an additional cost associated with mailing forms directly to vendor.
- Invoice your Organization 50% of the estimated total cost of the 1099 Print Service upon receipt of a signed 2017 RDA Print Service Responsibilities and Terms Agreement. The remaining balance due will be invoiced upon RDA printing and mailing the 1099s as agreed.
- **NEW: Print Service Deadline. All forms must be ready for printing and RDA notified with proper steps (helpdesk ticket & applicable reports signed/submitted) no later than end of business day on January 19, 2018. Failure to meet this deadline will incur a \$100 late fee.**

NOTE: Under the terms of this agreement RDA is not responsible for the accuracy of data submitted by your Organization.

The Employer Agrees to:

- Pay the 50% of the estimated total cost of 1099 Print Service within 30 days of date of invoice.
- Pay the remaining balance due upon completion of printing, within 30 days of being invoiced.
- Load most recent Vendor Payments and 1099 programs as provided by RDA.
- Run 1099 Setup and Process Procedures as specified in the 2017 1099 Documentation.
- Assume full responsibility for the accuracy of data submitted to RDA.
- Run, print, verify accuracy and sign the totals page of 1099 Misc Amounts Report. By signing this report, you are verifying that all 1099 amounts are correct and ready for printing by RDA.
- Fax the signed 1099 MISC Amounts Report to RDA fax number 770-479-4076.
- Place a CyberSupport ticket through Utilities or direct telephone call to RDA after reports have been sent.

NOTES:

1. **1099 errors due to incorrect data sent to RDA will result in additional fees for reprinting and/or refiling once your organization has made the necessary corrections.**
2. **If RDA will be printing your W2 forms, please read and sign the separate "2017 RDA W2/1095 PRINT SERVICE RESPONSIBILITIES AND TERMS."**
3. ***If W2s/1095s are also to be printed by RDA, reports and data should be sent to RDA at the same time.**

I have read and agree to the terms and conditions listed above.

_____ **Signature**

_____ **Printed name and title**

_____ **Date**