

## 2024 PRINT SERVICE SUMMARY INFORMATION:

### **REVIEW ALL PAGES BEFORE SUBMITTING ORDER FORM**

#### **Invoicing Details:**

RDA will invoice 50% of the Estimated Total upon receipt of this signed agreement. The balance due will be calculated based on the 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 W2/1095 Printing:**

Forms W2/1095 does not contain a standard perforation/folding line. A form for an individual employee takes a full 8.5 x 11" page.

#### **FORMS PRICES**

Setup Fee	\$750
W2/1095/1099 Print Charge	Level 2: \$3 per employee or vendor Level 3: \$4.50 per employee or vendor
Electronic filing with SSA only	\$525
Electronic filing with VA only	\$225
Electronic filing with SSA and State of VA	\$750

#### **OTHER IMPORTANT PRICES**

Additional Accuwage submissions due to client data errors	\$300 per submission (1 <sup>st</sup> & 2 <sup>nd</sup> submission are free)
2 <sup>nd</sup> Electronic Filing due to client errors	\$300
Printing Late Fee - received after 1/13/25	10%

## 2024 RDA W2/1095 PRINT SERVICE RESPONSIBILITIES & TERMS AGREEMENT

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

- Process W2 data through AccuWage up to 2 times free of charge to test for proper formatting.
- Print a W2/1095 for each employee included in the data submitted to RDA.
- Mail all W2/1095s to your Organization for distribution including envelopes, unless your Organization chooses to have RDA mail W2/1095s directly to employees via US Postal Service. There is an additional cost associated with mailing forms directly to your employees (Level 3).
- RDA to file W2s electronically with the IRS Social Security Administration if requested to do so by your Organization. RDA to file W2s electronically with the State of VA if requested to do so by your Organization.
- Invoice your Organization 50% of the estimated total cost of the W2/1095 Print Service upon receipt of 2024 order and acceptance of 2024 RDA Print Service Responsibilities and Terms Agreement. The remaining balance due will be invoiced upon RDA printing and mailing the W2/1095s as agreed.
- **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 13, 2025. There is a 10% late fee for those who miss the January 13 deadline. RDA will not guarantee on time delivery of forms if not notified with proper steps prior to Jan 13, 2025.**

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

### Your Organization agrees to:

- Pay 50% of 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 2024 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.
- Scan and send the signed W2 Report A (Totals Only), W2 Report B, Box 12 Counts Report and any 1095 Reports as needed to [printservice@rdasys.com](mailto:printservice@rdasys.com)

### 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 approve the separate "2024 RDA 1099 PRINT SERVICE RESPONSIBILITIES AND TERMS."**
3. **If unable to meet the scheduled printing deadline, you will be rescheduled at the next available printing date after other previously scheduled clients.**

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

Signature \_\_\_\_\_ Date \_\_\_\_\_ .

Printed Name and Title \_\_\_\_\_ .

You may also agree to the terms and conditions by acknowledgement on the W2/1095 Print Service online order form.

# 2024 RDA 1099 PRINT SERVICE RESPONSIBILITIES AND TERMS AGREEMENT

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

- Print a 1099 for each vendor included in the data submitted to RDA. Does not include Copy A.
- Mail all 1099s to your Organization for distribution, including your 1099 envelopes, unless you choose to have RDA mail 1099s directly to the vendor via US Postal Service. There is an additional cost associated with mailing forms directly to vendors (Level 3).
- Invoice your Organization 50% of the estimated total cost of the 1099 Print Service upon receipt of 2024 order and acceptance of 2024 RDA Print Service Responsibilities and Terms Agreement. The remaining balance due will be invoiced upon RDA printing and mailing the 1099s as agreed.
- **Print Service Deadline. All forms must be ready for printing and RDA notified with proper steps no later than the end of business day on January 13, 2025. There is a 10% late fee for those who miss the January 13 deadline. RDA will not guarantee on time delivery of forms if not notified with proper steps prior to Jan 13, 2025.**

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

## Your Organization Agrees to:

- Pay 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 2024 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.
- Scan and send the signed 1099 MISC Amounts Report to [printservice@rdasys.com](mailto:printservice@rdasys.com)

## 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 “2024 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.**
4. **If unable to meet the scheduled printing deadline, you will be rescheduled at the next available printing date after other previously scheduled clients.**

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

Signature \_\_\_\_\_ Date \_\_\_\_\_ .

Printed Name and Title \_\_\_\_\_ .

You may also agree to the terms and conditions by acknowledgement on the W2/1095 Print Service online order form.