



Employer Conversion Form

FEDERAL ID#: _____ FL SUTA #: _____ FL SUTA RATE: _____

Sole Proprietorship: _____ Partnership: _____ LLC: _____ C-Corp: _____ S-Corp: _____

LEGAL NAME & ADDRESS

DIVISIONS: YES _____ NO _____

BUSINESS NAME: _____

D/B/A: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT: _____ PHONE: _____ FAX: _____

NAME & ADDRESS TO BE ON CHECKS

NAME: _____

D/B/A: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DELIVERY ADDRESS

NAME: _____

DELIVER TO THE ATTENTION OF: _____ RESIDENTIAL: YES _____ NO _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SPECIAL INSTRUCTIONS: _____

PAY-AS-YOU-GO WC YES _____ NO _____

WC CARRIER: _____

INSURANCE COMPANY & AGENT: _____

PAYROLL

CHECK DAY: _____ CALL IN DAY: _____ PERIOD BEGIN DAY/DATE: _____

INPUT METHOD: PHONE _____ FAX _____ EMAIL _____ ONLINE _____

PAYROLL FREQUENCY: WEEKLY _____ BI-WEEKLY _____ SEMI-MONTHLY _____

FIRST CHECK DATE: _____ FED TAX FREQUENCY: MONTHLY _____ SEMI-WEEKLY _____

HAVE YOU PAID WAGES THROUGH THIS CORPORATION (EIN) THIS CALENDAR YEAR?: YES _____ NO _____

SIGNED: _____ DATE: _____



Client's Legal Name: _____ Federal ID Number: _____

DBA: _____

Address: _____

City: _____ State: _____ Zip: _____

SERVICE AGREEMENT

The undersigned client hereby retains Infinisource Inc. to provide the following services at the prevailing rates charged.

PAYROLL PREPARATION

CLIENT will provide the information necessary to process payroll in a timely manner.

CLIENT is solely responsible, legally or otherwise, for the information that they submit to Infinisource Inc. for processing. It is also understood and agreed by CLIENT that Infinisource Inc. is not responsible for any tax liability for pay periods before this agreement went into effect, or any penalties or interest assessed on those taxes.

Infinisource Inc. will prepare and supply to CLIENT the payroll checks and reports as mutually agreed, and

Infinisource Inc. will be responsible to make payments and file reports as prescribed by the various tax agencies for all escrowed items that were timely received, and Infinisource Inc. will pay any and all penalties and interest for any late filings that were the fault of Infinisource Inc's actions.

CLIENT will authorize payment of Infinisource Inc. invoice either by Electronic Funds (ACH) or by Debit Check. The CLIENT as well as the SIGNER on behalf of the CLIENT hereto, does agree to be corporately and/or individually liable for any and all amounts owing including dishonored checks, debit check, ACH debits which ABCO Payroll Services receives from the CLIENT or the CLIENT'S agent. CLIENT and the individual SIGNER, hereof shall be individually and jointly liable to ABCO Payroll Services for the full amount of any dishonored items together with interest, court costs, attorney's fees, and penalties, including triple damages as provided by Florida law, Any litigation by CLIENT or Infinisource Inc., for any reason, is to be in Manatee County, Florida.

It is mutually agreed that Infinisource Inc. will correspond only with the CLIENT/OWNER and/or the person authorized by the owner to handle any and all payroll information. At no time will Infinisource Inc. communicate with any other employees of CLIENT.

PRIVACY NOTICE

As your payroll provider, we receive and collect non-public personal information from various forms and statements that you provide. We do not disclose such information, except as instructed to do so by you. Access is restricted to subpoenas or, with your authorization, to those professionals who need such information to provide services to you. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your non-public personal or business information.

POWER OF ATTORNEY

CLIENT hereby appoints Infinisource Inc. FID# 38-2976613, 3800 26th St. W., Bradenton, FL 34205-3508 941-755-9511 as attorneys-in-fact to represent submit any and all payroll records to any insurance provider or government taxing agency. It is understood that in some tax agency matters a special power of attorney on special government forms may be required and CLIENT will immediately provide if so requested.

SATISFACTION GUARANTEE

If at any time, for any reason, within 90 days of CLIENT'S first invoice date, CLIENT is dissatisfied with Infinisource Inc., CLIENT may cancel Infinisource Inc.'s services and receive a full refund of Infinisource Inc.'s payroll processing fee. Any dishonored bank items within the first 90 days of service make the satisfaction guarantee null and void.

It is mutually understood that this agreement can be terminated by either party by written notice. Infinisource Inc. has the legal right to hold all CLIENT'S money in escrow until all payments made by Infinisource Inc. on behalf of CLIENT have cleared the responsibility of Infinisource Inc.

THEREFORE, THIS service agreement is dated _____ and agreed to by the following:

Print Signers NAME _____

Signed by _____

Kenneth R. Reynolds, Director of Payroll



CLIENT AUTHORIZATION AGREEMENT FOR DEBIT CHECK/ACH TRANSACTIONS

As a Client of Infinisource Inc., I hereby agree and authorize the following:

1. Infinisource Inc. to initiate debit or credit entries to my DDA account listed below for the applicable charges related to the services provided by Infinisource Inc.
2. CLIENT will have available on deposit in clients DDA account with BANK sufficient amounts to honor the Debit Check or Electronic Funds Transfer initiated by Infinisource Inc.
3. CLIENT understands that the processing dates for payments accepted for EFT will be in accordance with ACH rules in force at the time initiated.
4. CLIENT agrees that their BANKS treatment of any charge and the BANKS right to respect it, shall be the same as if the entry were initiated personally by the CLIENT. If any charge is dishonored, whether with or without cause, neither BANK nor Infinisource Inc., will be under any liability whatsoever.
5. Payments will be accepted by Electronic Funds Transfer (National Automated Clearing House). If EFT is not available, non-signed paper items will be accepted.

Bank Name _____ Bank Contact _____ Phone# () - _____

Bank Address _____ City _____ State _____ Zip _____

Client Name _____

Bank# (TRANSIT/ABA) _____ DDA Account # _____

This authority is to remain in full force and effect until BANK has received written notification from me of its termination in such time and in such manner as to afford BANK and ABCO Payroll Services, a reasonable opportunity to act on it.

CLIENT Signature _____ Title _____ Date _____

IMPORTANT: Must be authorized signer on bank account listed above.

Print Clients Name _____

IMPORTANT: SEND A VOIDED CHECK

3800 26th Street West
Bradenton, Florida 34205-3508

Reporting Agent Authorization

Taxpayer

1a Name of taxpayer (as distinguished from trade name)	2 Employer identification number (EIN)
1b Trade name, if any	4 If you are a seasonal employer, check here <input type="checkbox"/>
3 Address (number, street, and room or suite no.)	5 Other identification number
City or town, state, and ZIP code	
6 Contact person	7 Daytime telephone number () 8 Fax number ()

Reporting Agent

9 Name (enter company name or name of business) Infinisource, Inc	10 Employer identification number (EIN) 38 2976613
11 Address (number, street, and room or suite no.) 15 E Washington St	
City or town, state, and ZIP code Coldwater, MI 49036	
12 Contact person Laura Burlingame	13 Daytime telephone number (800) 796-7915 14 Fax number (888) 773-4208

Authorization of Reporting Agent To Sign and File Returns

15 Use the entry lines below to indicate the tax return(s) to be filed by the reporting agent. Enter the beginning year of annual tax returns or beginning quarter of quarterly tax returns. See the instructions for how to enter the quarter and year. Once this authority is granted, it is effective until revoked by the taxpayer or reporting agent.

940 _____	941 _____	940-PR _____	941-PR _____	941-SS _____	943 _____
943-PR _____	944 _____	944-PR _____	944-SS _____	945 _____	1042 _____
CT-1 _____					

Authorization of Reporting Agent To Make Deposits and Payments

16 Use the entry lines below to enter the starting date (the first month and year) of any tax return(s) for which the reporting agent is authorized to make deposits or payments. See the instructions for how to enter the month and year. Once this authority is granted, it is effective until revoked by the taxpayer or reporting agent.

940 _____	941 _____	943 _____	944 _____	945 _____	720 _____
1041 _____	1042 _____	1120 _____	CT-1 _____	990-PF _____	990-T _____

Disclosure of Information to Reporting Agents

17a Check here to authorize the reporting agent to receive or request copies of tax information and other communications from the IRS related to the authorization granted on line 15 and/or line 16

b Check here if the reporting agent also wants to receive copies of notices from the IRS

Form W-2 Series or Form 1099 Series Disclosure Authorization

18a The reporting agent is authorized to receive otherwise confidential taxpayer information from the IRS to assist in responding to certain IRS notices relating to the Form W-2 series information returns. This authority is effective for calendar year forms beginning _____.

b The reporting agent is authorized to receive otherwise confidential taxpayer information from the IRS to assist in responding to certain IRS notices relating to the Form 1099 series information returns. This authority is effective for calendar year forms beginning _____.

State or Local Authorization

19 Check here to authorize the reporting agent to sign and file state or local returns related to the authorization granted on line 15 and/or line 16

Authorization Agreement

I understand that this agreement does not relieve me, as the taxpayer, of the responsibility to ensure that all tax returns are filed and that all deposits and payments are made. If line 15 is completed, the reporting agent named above is authorized to sign and file the return indicated, beginning with the quarter or year indicated. If any starting dates on line 16 are completed, the reporting agent named above is authorized to make deposits and payments beginning with the period indicated. Any authorization granted remains in effect until it is revoked by the taxpayer or reporting agent. I am authorizing the IRS to disclose otherwise confidential tax information to the reporting agent relating to the authority granted on line 15 and/or line 16, including disclosures required to process Form 8655. Disclosure authority is effective upon signature of taxpayer and IRS receipt of Form 8655. The authority granted on Form 8655 will not revoke any Power of Attorney (Form 2848) or Tax Information Authorization (Form 8821) in effect.

Sign Here | I certify I have the authority to execute this form and authorize disclosure of otherwise confidential information on behalf of the taxpayer.

Signature of taxpayer	Title	Date
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**Florida Department of Revenue
POWER OF ATTORNEY
and Declaration of Representative**

**DR-835
R. 09/09**

Rule 12-6.0015
Florida Administrative Code
Effective 06/10

See Instructions for additional information.

PART I - POWER OF ATTORNEY

Section 1. Taxpayer Information. Taxpayer(s) must sign and date this form on Page 2, Part I, Section 8.

Taxpayer name(s) and address(es)	Federal ID no(s). (SSN*, FEIN, etc.)	Florida Tax Registration Number(s) (Business Part. No., Sales Tax No., U.T. Acct No., etc.)
	Contact person	Telephone number () Fax number ()

The Taxpayer(s) hereby appoint(s) the following representative(s) as attorney(s)-in-fact:

Section 2. Representative(s). Each representative must be listed individually, and must sign and date this form on Page 2, Part II.

Name and address (include name of firm if applicable) Infinisource, Inc PO Box 369 Coldwater, MI 49036 Carol Bucklin, Aif	Telephone number (800) 796-7915
	Fax number (888) 773-4208
	Cell phone number ()
Name and address (include name of firm if applicable)	Telephone number ()
	Fax number ()
	Cell phone number ()
Name and address (include name of firm if applicable)	Telephone number ()
	Fax number ()
	Cell phone number ()

To represent the taxpayer(s) before the Florida Department of Revenue in the following tax matters:

Section 3. Tax Matters. Do not complete this section if completing Section 4.

Type of Tax (Corporate, Sales, Unemployment, etc.)	Year(s) / Period(s)	Tax Matter(s) (Tax Audits, Protests, Refunds, etc.)

Section 4. To Appoint an Unemployment Tax Agent Only. Do not complete Sections 3 and 6 if completing Section 4.

By completing this section, an employer (taxpayer) appoints a representative to act as its Florida unemployment tax agent before the Florida Department of Revenue on a continuing basis and to receive confidential information with respect to mailings, filings, and other tax matters related to the Florida unemployment compensation law. All other sections of this form (except Sections 3 and 6) must also be completed. **Do not complete Section 4 unless you wish to appoint an unemployment tax agent on a continuing basis.**

Agent name Carol Bucklin, Aif	Agent number (required) A0006906
Firm name Infinisource, Inc	Federal I.D. No. (required) 38-2976613
Address (if different from above)	Telephone number (800) 796-7915

Mail Type: See Instructions for explanations. Check one box only. 1 (Primary) 2 (Reporting) 3 (Rate) 4 (Claim)

Section 5. Acts Authorized.

The representative(s) are authorized to receive and inspect confidential tax information and to perform any and all acts that I (we) can perform with respect to the tax matters described in Section 3 and Section 4 (for example, the authority to sign any agreements, consents, or other documents). Except as otherwise provided, the authority specifically includes the power to execute waivers of restrictions on assessment or collection of deficiencies in tax, to execute consents extending the statutory period for assessment or claims for refund of taxes, and to execute closing agreements under section 213.21, Florida Statutes. This authority does not include the power to endorse or cash warrants, or the power to sign certain returns.

If you want to authorize a representative named in Section 2 to receive (but not to endorse or cash) refund warrants, write the name of the representative on this line and check the box

List any specific limitations or deletions to the acts otherwise authorized in this Power of Attorney.



Florida Tax Registration Number:

Taxpayer Name(s):

Federal Identification Number:

- Taxpayer(s) must complete Page 1 of this Power of Attorney or it will not be processed.

Section 6. Notices and Communication. Do not complete Section 6 if completing Section 4.

- Notices and other written communications will be sent to the first representative listed in Part I, Section 2, unless the taxpayer selects one of the options below. Receipt by either the representative or the taxpayer will be considered receipt by both.
 - If you want notices and communications sent to both you and your representative, check this box
 - If you want notices or communications sent to you and not your representative, check this box

Certain computer-generated notices and other written communications cannot be issued in duplicate due to current system constraints. Therefore, we will send these communications to only the taxpayer at his or her tax registration address.

Section 7. Retention / Nonrevocation of Prior Power(s) of Attorney.

The filing of this Power of Attorney will not revoke earlier Power(s) of Attorney on file with the Florida Department of Revenue, even for the same tax matters and years or periods covered by this document. If you want to revoke a prior Power of

Attorney, check this box

You must attach a copy of any Power of Attorney you wish to revoke.

Section 8. Signature of Taxpayer(s).

If a tax matter concerns a joint return, **both** husband and wife must sign if joint representation is requested. If signed by a corporate officer, partner, member/managing member, guardian, tax matters partner/person, executor, receiver, administrator, trustee, or fiduciary on behalf of the taxpayer, I declare under penalties of perjury that I have the authority to execute this form on behalf of the taxpayer.

Under penalties of perjury, I (we) declare that I (we) have read the foregoing document, and the facts stated in it are true.

If this Power of Attorney is not signed and dated, it will be returned.

_____ Signature	_____ Date	_____ Title (if applicable)
_____ Print name		
_____ Signature	_____ Date	_____ Title (if applicable)
_____ Print name		

PART II - DECLARATION OF REPRESENTATIVE

Under penalties of perjury, I declare that:

- I am familiar with the mandatory standards of conduct governing representation before the Department of Revenue, including Rules 12-6.006 and 28-106.107 of the Florida Administrative Code, as amended.
- I am familiar with the law and facts related to this matter and am qualified to represent the taxpayer(s) in this matter.
- I am authorized to represent the taxpayer(s) identified in Part I for the tax matter(s) specified therein, and to receive and inspect confidential taxpayer information.
- I am one of the following:
 - Attorney - a member in good standing of the bar of the highest court of the jurisdiction shown below.
 - Certified Public Accountant - duly qualified to practice as a certified public accountant in the jurisdiction shown below.
 - Enrolled Agent - enrolled as an agent pursuant to the requirements of Treasury Department Circular Number 230.
 - Former Department of Revenue Employee. As a representative, I cannot accept representation in a matter upon which I had direct involvement while I was a public employee.
 - Unemployment Tax Agent authorized in Section 4 of this form.
 - Other Qualified Representative.
- **I have read the foregoing Declaration of Representative and the facts stated in it are true.**

If this Declaration of Representative is not signed and dated, it will not be processed.

Designation - Insert Letter from Above (a -f)	Jurisdiction (State) and Enrollment Card No. (if any)	Signature	Date



Child Support Electronic Funds Transfer Authorization

Authorization Agreement

I hereby authorize **Infinisource Inc.** to provide the information required for enrollment and to make payment of court ordered child support via electronic funds transfer. My company's information may be provided to any state's child support disbursement unit and any bank(s) necessary to make the required transaction(s).

I understand that the return policy for child support funds submitted in error may be different in each state and that once payment is made to the recipient, funds may not be able to be returned.

This agreement will remain in effect until **Infinisource Inc.** receives a written notice of cancellation.

Account Information

EIN #: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Signature

Print name: _____

Authorized Signature: _____ Date: _____

Electronic child support processing fee \$2.00 each



INFINSOURCE INC. WORKERS' COMPENSATION DEBIT PLAN

Infinisource Inc. offers clients that have workers' compensation insurance with _____ (carrier), the opportunity to have the calculated workers' compensation premium billed and debited from their bank account each pay period. **Infinisource Inc.** uses information supplied by the client, the agent, and the insurance carrier, to calculate the premium due based upon actual adjusted gross payroll.

By signing this agreement, you are authorizing **Infinisource Inc.** to calculate the workers' compensation premium, debit the calculated premium from your bank account and provide (to the workers' compensation carrier and/or agent) payroll and workers' compensation premium calculation information as needed or required.

It is further understood that **Infinisource Inc.** calculates your premium based on the information we have been provided. Collection of calculated premium amounts by **Infinisource Inc.** does not in itself assure that your policy is in force. **Infinisource Inc.** takes no responsibility for the accuracy of rates, workers' compensation codes or any other discrepancies that may occur between **Infinisource Inc.**'s premium calculations and those of your carrier.

You also agree that in the event there are insufficient funds available from your bank account on the payroll debit date for workers' compensation premiums, **Infinisource Inc.** and your carrier may terminate your company from direct billing of workers' compensation premiums, effective immediately. Your carrier will be notified within 24 hours of bank notification of insufficient funds, and this may result in a cancellation of your workers' compensation coverage.

Client acknowledges that **Infinisource Inc.** does not receive information concerning your policy directly from your insurance company (for example cancellation, pending cancellation or change in rates). It is the client's responsibility to forward correspondence from your insurance agent or insurance company which affects your policy.

Infinisource Inc. provides a workers' compensation report each pay period to enable the client to verify the employees' workers' compensation code assignments, workers' compensation rates and subject wages.

AGENCY: _____ AGENT: _____

CLIENT NAME: _____ EIN#: _____

ADDRESS: _____

INS COMPANY: _____ POLICY #: _____

EXEMPT OFFICERS: _____

NAME OF AUTHORIZING OFFICER: _____

SIGNATURE: _____ DATE: _____



Laser Check Signature Form

Client ID Number: _____

DATE: _____

Client Name: _____

PLEASE SIGN WITHIN THE BOUNDARIES WITHOUT TOUCHING LINES

With double signatures, please be sure that **BOTH** signatures are written in all 3 boxes. To be assured of a clear signature, please sign as neatly as possible.

Use boxes below when **ONLY**
ONE signature is required

Use boxes below when
TWO signature are required

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