

Statement of Work
ACA Reporting-Only Services
Client Name

This Statement of Work (“SOW”) is subject in all respects to the Master Services Agreement between Client and UnifyHR (“Agreement”). In the event of a conflict between this SOW and the Agreement, the Agreement shall prevail.

Additional services requested by Client and provided by UnifyHR that are not described herein as part of the SOW may be purchased by Client pursuant to the Agreement and will be provided by UnifyHR at then-current rates. Notwithstanding the preceding, it is agreed that the services described herein include by implication all lesser and included baseline services and activities that are necessary to render the described service.

1. ACA Reporting-Only Services

1.1. Set up Client in the UnifyHR Application: UnifyHR will set up the Client in the UnifyHR application, including Client specific demographic information, designated Client contacts, Client defined set of application users, and other provisions.

1.2. Load Employee Data and Participant Data: UnifyHR requires data for employees and participants, along with dependent data (where applicable), be loaded to the UnifyHR application. To facilitate this load, UnifyHR will provide to Client or the Client’s designated agent a file specification for the transmission of this data. Once received, UnifyHR will review the data file for errors and load the data. If Client cannot provide the data in a consumable format, UnifyHR will attempt to utilize an existing feed at the current data conversion rate.

See Fee Exhibit for additional setup fees applicable to multiple system interfaces.

1.3. Management Reports: UnifyHR will provide Client with real-time access to facilitate review and timely client feedback regarding available reports (e.g., 1095 audit file and reports).

1.4. Management Report Orientation: UnifyHR will orient Client to Management Reports in the application as well as other information as reasonably requested by Client.

1.5. 6055 and 6056 Reporting: Each fiscal quarter, UnifyHR will process Client files as necessary to create, test and update Form 1095-C content. Provided Client has submitted final production data no later than twenty-one (21) days before the statutory deadline, UnifyHR will create the necessary information returns as mandated by the IRS to fulfill the Client’s obligations under sections 6055 and 6056 of the Internal Revenue Code. This includes complete physical fulfillment service to the client’s employee population

(printing, mailing, and return mail support), as well as creation and submission of the electronic returns to the IRS on behalf of the Client. See Fee Exhibit for additional setup fees applicable to multiple system interfaces.

Fees

- 2.1. Fees:** All fees, costs and expenses payable to UnifyHR for the Services (the "Fees") are set forth in the Fee Exhibit attached hereto. The Fees shall be invoiced and paid in U.S. Dollars.
- 2.2. Implementation Fees:** Implementation and Setup fees will be invoiced upon execution of this SOW.
- 2.3. 6055 and 6056 Fees:** Fees for Reporting and Fulfillment under IRS sections 6055 and 6056 will be invoiced at one fourth the estimated annual amount at the beginning of each calendar year quarter. Following the IRS imposed deadline each reporting year, actual 6055/6056 Reporting Fees will be billed to Client reduced by previously paid estimates.
- 2.4. Other Fees:** Any fees for other services will be invoiced according to the methodology and frequency set forth in the attached Fee Exhibit.

Client and UnifyHR cause this SOW and Fee Exhibit to be effective with the signature of their respective duly authorized representatives:

Client Name

UnifyHR, LLC

Contact Name

Contact Email

Street Address

City, State, Zip

Client Authorized Signature

Printed Name and Title

Date

Allen Gehrki
Contact Name

agehrki@unifyhr.com
Contact Email

105 Decker Court, Suite 310
Street Address

Irving, TX 75062
City, State, Zip

Client Authorized Signature

Allen Gehrki, CEO and President
Printed Name and Title

Date