



WELCOME

Thank you for your interest!

My name is Reilly Shepherd, and I am the owner and sole payroll specialist here at Rogue Payroll Co. With years of payroll experience and full insurance coverage, I started this company to provide businesses with a payroll service that is accurate, compliant, and attentive. I have a deep respect for getting the details right and want my clients to feel taken care of, so I intentionally keep my client list small so I can continue to provide high quality, personalized service. I use a secure client portal for storing and sharing your documents. This is your money and your livelihood. It's important to me that both are treated with the utmost care, integrity & attention to detail.

WHAT I OFFER

Full-service payroll processing for Oregon W-2 employees, including:

- Process each payroll run and calculate gross-to-net pay for every employee.
- Withhold and remit federal and Oregon payroll taxes on your behalf.
- File your quarterly payroll reports (Form 941 federal, Form OQ Oregon) and annual returns.
- Prepare and file W-2s and the W-3 at year end.
- Coordinate direct deposit and generate pay stubs each pay period.
- Store all reports and payroll data securely on my client portal for easy access.
- Process and remit IRA contribution deductions (optional add-on).

Rogue Payroll Co. works best with clients who:

- Have 1-24 W-2 employees.
- Value accuracy and compliance over speed.
- Provide timely, organized payroll data.
- Communicate proactively about changes.
- Maintain adequate cash reserves for payroll funding.
- Have a clean tax filing history, or willingness to remediate before engagement.
- Are comfortable with online portals and electronic records.

A detailed list of everything included, along with optional add-on services, is in the questionnaire that follows.

I look forward to assisting with your payroll needs!

Reilly Shepherd

Owner & Payroll Specialist

Please complete all sections as completely as you can and return to reilly@roguepayrollco.com. Required fields are marked with a red asterisk. Your answers help us both decide if Rogue Payroll Co. is the right fit - honest answers serve you best, and nothing here commits you to services.

Legal Business Name: *

DBA / Trade Name (if any):

Business entity type: *

Sole Proprietor Partnership S-Corp C-Corp Nonprofit

Do you have a Federal EIN? * Yes No

Do you have an Oregon BIN? * Yes No Unsure

If you have a BIN, is it currently: Active Inactive Unsure

Industry / Type of Business: *

Are all your current filings up to date (941, OQ)? * Yes No Unsure N/A

Yes No Have you received any IRS, Oregon DOR, or OED notices in the past 12 months?

Yes No Are there any past-due tax deposits, penalties, or unfiled quarters?

Yes No Have you ever missed or delayed a payroll?

Yes No Have you ever had a payroll tax deposit missed or paid late?

Yes No Any unresolved employee wage complaints?

If you answered yes to any of the above, please briefly explain:

If switching, can you obtain YTD payroll data and copies of filed returns?

Yes No N/A

Note: Rogue Payroll Co. currently processes W-2 employees only and does not process 1099 independent contractors at this time.

Number of employees, including owners: *

Do you expect that number to change in the next 6-12 months? * Yes No

Pay frequency: *

Weekly Bi-weekly Semi-monthly Monthly Quarterly

Estimated annual gross payroll (all employees combined): * \$

Current or prior payroll provider (if switching):

City/County of work location(s): *

Yes No Are there any employees with payroll circumstances that require special handling, such as garnishments or special pay arrangements? If yes, please briefly explain below:

SERVICES

The services listed below without a checkbox are included in your base monthly fee. Services with a checkbox are optional add-ons - check any you'd like to include, and they'll be priced per the quote I provide.

Payroll Processing

- Payroll processing for 1-24 W-2 employees: gross pay, overtime, and net pay based on hours or salary
- All frequencies of payroll: weekly, bi-weekly, semi-monthly, monthly, quarterly
- Itemized pay stubs to ensure accurate tax withholdings & filings
- Oregon new hire reporting
- Direct deposit processing
- Employee self-service access to pay stubs and tax forms
- Oregon minimum wage tier alerts (rates change July 1 each year)

Withholdings & Deductions

Withhold federal & state income taxes and the following deductions:

- Social Security & Medicare (FICA)
- Employer taxes such as FUTA & state unemployment insurance
- Oregon state income tax withholding
- Statewide Transit Tax (STT)
- Workers' Benefit Fund (WBF)
- Paid Leave Oregon

Health insurance premiums

Dental and vision insurance

FSA - flexible spending accounts

Local payroll tax administration

Additional fees may apply when the employer or any employee performs work within a special Oregon payroll tax jurisdiction, including:

- TriMet Transit District employer payroll tax
- Lane Transit District employer payroll tax
- Eugene Community Safety Payroll Tax
- Metro Supportive Housing Services employee withholding
- Multnomah County Preschool for All employee withholding
- Wilsonville SMART Transit employer payroll tax
- Canby Area Transit employer payroll tax

Tax Filings & Records

- All federal & state payroll tax filings: quarterly and annual (Form 941 & Form 940)
- File Oregon OQ
- File Oregon OR-WR (Annual Withholding Tax Reconciliation)
- Deposit federal payroll taxes
- I will provide a W-3
- Maintain payroll records, including timesheets and tax documents
- Ensure continued compliance with minimum wage, overtime laws, and mandatory benefits such as workers' comp or state disability insurance where applicable
- IRS letters & notice review

Optional Add-On Services

401(k) / IRA contribution processing

Payroll-deduction IRA (employee-funded)

OregonSaves Roth IRA

OregonSaves is required to be offered by Oregon employers with at least one W-2 employee. This is something you can contribute to on your own, but if you would like me to also contribute to it each pay period, I can do that for an additional fee. Check this box if you would like to participate in this add-on service.

SIMPLE IRA (employee & employer contributions)

Any specific services or needs not listed above?

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Please confirm you understand and can meet the following:

I can submit accurate payroll data by the agreed deadline each pay period (12pm, 3 days before pay date), and I understand if I am late submitting this information, there may be an additional fee. Retirement and benefit deductions require active accounts with the relevant providers; Rogue Payroll Co. withholds and, if arranged, remits, but does not provide investment advice or administer benefits.

Rogue Payroll Co. does not use AI tools to process actual client data (data security policy).

I am comfortable with automatic payment (auto-pay) for monthly payroll service fees. I understand that Rogue Payroll Co. partners with CoAd, a third-party payroll processor that runs payroll, calculates taxes, and handles direct deposits, and that my monthly fee drafts via ACH on the first payroll run/report each month.

I understand that Rogue Payroll Co. is primarily a digital payroll service, and I am comfortable using online systems and adapting as technology and processes evolve.

I am comfortable receiving invoices via QuickBooks Online for paying other, non-recurring fees such as the setup fee and any other additional fees that may be incurred (late fees, NSF fees, optional add-on fees, etc.) during my time with Rogue Payroll Co.

I understand that at the onboarding stage, I will be asked to authorize Rogue Payroll Co. as a third-party (view-only) administrator on my Frances Online and Revenue Online accounts, and to fill out and sign IRS Form 8821, so my filing history and account status can be verified.

Is there anything else about your payroll situation I should know?

Next steps:

1. I review your responses and contact you within 3 business days.
2. Engagement letter - if we both feel good about proceeding, I'll send the official engagement letter that will include full terms, your fee, scope, and liability disclosures.
3. Onboarding - once signed, we schedule onboarding and gather the documents to start payroll.

Acknowledgment

- All information provided is true and accurate to the best of my knowledge.
- Submitting this form does not guarantee acceptance as a client.
- Rogue Payroll Co. may request additional documentation and reserves the right to decline service.
- My business retains ultimate liability for its payroll tax obligations under IRC §6672.

Signature

Date

HOW TO SUBMIT THIS FORM

Save this completed PDF, then attach it to an email and send it to **reilly@roguepayrollco.com** (or reply to the email you received it in with the file attached).