



## ACA SERVICES AGREEMENT

Paytime agrees to provide Client with access to Paytime's system for tracking Affordable Care Act ("ACA") information and to have Paytime print copies of Client's 1094-C and 1095-C forms for Client's employees. Paytime will electronically submit these forms to the IRS on Client's behalf. Paytime will provide Client with access to Paytime's system, and train Client on the methods available for Client to enter and maintain Client's 1094-C and 1095-C information. Client is responsible for determining all full-time and full-time equivalent employees and eligibility per the ACA. Paytime is not responsible for Client's reporting obligations for any given employee pursuant to the ACA. Paytime assumes no liability for any inaccurate data entered into Paytime's system for the 1094-C and 1095-C process as it is Client's responsibility to validate all data entered. Paytime will not be responsible for any ACA penalties caused by inaccurate or missing ACA data input into Paytime's system by Client. Client agrees that Paytime is not rendering legal, tax, accounting, or investment advice in connection with the services provided pursuant to this Agreement, nor will Paytime be deemed a fiduciary of Client or the employer or joint employer of Client's employees.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
NAME/TITLE (PLEASE PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

This ACA Service Agreement must be signed by the Owner/Officer of the company