

# würk

## 2026 RATE CARD

The following list provides general information on standard transaction fees that could be associated with Würk Services. This list is not comprehensive of all costs that could be assessed by Würk. This schedule is provided for informational purposes only and may be changed at any time.

### PAYROLL SERVICES

FEE TYPE	DESCRIPTION	FEE
Late Payroll Finalization	Fee assessed for any payroll finalized after the cut off timeline.	\$150
NSF or Returned Item	Fee assessed for ACH returned items, including when a payment is fully rejected.	\$50/Direct Deposit ACH Return \$500/Client Payroll ACH Return (2% percent of NSF – Min \$500/Max \$10,000)
Bank Account Change	Fee assessed for updating client bank account information.	\$100/account change
FEIN Change	Fee assessed for updating the company FEIN information.	Min \$1,000/FEIN
Tracing Deposits	Fee assessed for researching deposits.	\$100/trace
Re-Print Payroll Checks	Fee assessed for re-printing and re-shipping regularly scheduled live payroll checks (i.e., client lost package).	\$500/payroll \$30/Payroll Package per Check Shipping Location (\$27 shipping + \$3 handling) \$2.25 per Vendor Check
Wire Transfer	Fee assessed for processing incoming wire transfers. Same-day wire fee for In-and-Out transfers.	\$35/FEIN \$100/In-Out/FEIN
Check Shipping	<ul style="list-style-type: none"> <li>Employee checks are shipped via FedEx Standard Overnight Domestic Express to client address on file</li> <li>Vendor checks are shipped via USPS to the recipient</li> <li>Additional fees will apply for requested FedEx surcharges (i.e., signature required, priority overnight, etc.)</li> </ul> <i>*If the client provides their own FedEx Account number to Würk, all shipments are made utilizing the client's FedEx account number and will be charged \$3.00 per package for processing/handling.</i>	\$30/Payroll Package per Check Shipping Location (\$27 shipping + \$3 handling) \$100 Manual Check per Check Shipping Location \$2.25 per Vendor Check
Stop Payment	Fee assessed for processing stop payments on checks.	\$35/check
Payroll Rollback	Fee assessed for processing a payroll rollback. Please note that rollbacks are only available in certain circumstances. The fee will not be charged if we cannot complete the rollback.	\$200/payroll
Reversal	Fee assessed for processing a payroll reversal.	\$200/reversal

## TAX SERVICES

FEE TYPE	DESCRIPTION	FEE
"Applied For" Accounts	Fee assessed for all Tax IDs that remain in an "Applied For" status for more than 30 days in your Würk instance.	\$35 per tax ID per month for tax IDs in "Applied For" status
Tax Registration Service	Service fee for assistance in obtaining payroll tax IDs, including state withholding, unemployment, and local jurisdictions.	\$200 for state registration (includes SITW/SUI) \$100 for each local jurisdiction
Amended Tax Returns	Fee assessed for corrections of previously filed tax returns.	\$200 base fee +\$100/return
Agency Notice Handling (Unrelated to Tax Service)	Agency Notices will be reviewed by the Würk tax services team to determine the necessary changes to be reviewed with the client.	\$200/hour
Quarterly Tax Return Filing for Prior Quarters – Former Würk Client	Fee assessed for filing prior-quarter tax returns.	\$200/quarter/FEIN
Re-Printed W-2 or 1099	Fee assessed for secondary printing and delivery of W-2 or 1099 to employee address on file.	\$10/W-2 or 1099
W-2C	Fee assessed for name/SSN changes on a W-2 that has been previously filed.	\$25/W-2C current clients \$100/W-2C former clients
Corrected 1095-C	Fee assessed for changes on a 1095-C that has been previously filed.	\$25/1095-C current clients \$100/1095-C former clients
Quarterly Zero Returns	Fee assessed for each state where no employees were paid during a quarter per FEIN.	\$200/per state/per FEIN per quarter

## PROFESSIONAL SERVICES

FEE TYPE	DESCRIPTION	FEE
Annual Open Enrollment Plan Changes/Ad hoc New Benefit Plans	<p><b>Basic:</b> rate updates to existing plans, benefit plan summary/document uploads, plan feature updates.</p> <p><b>Intermediate:</b> all the above, plus up to 8 new plans.</p> <p><b>Advanced:</b> all the above, plus up to 15 new plans and some buy-up items. Contact your HR representative for further details.</p> <p><b>Review/Training:</b> Walkthrough of employee's experience, review of Admin tasks and reports</p> <p><b>PLEASE NOTE:</b> Additional fees may apply for Domestic Partner &amp; Age Banded plans. Advanced notice (21+ business days before open enrollment start date) is required. This includes having all plan and rate information delivered prior and a signed sales order in place. An additional expedited fee (min \$1,000) will apply if the sales order is signed in fewer than 21 days.</p>	<p><b>Basic:</b> \$500  <b>Intermediate:</b> \$1,000  <b>Advanced:</b> \$2,500  <b>Review/Training:</b> \$150  <b>Domestic Partner &amp; Age Banded plans:</b> \$175</p> <p>Note: All fees listed above are the base fees of the respective packages. Additional fees may apply based on the complexity, timeliness of the request, and scope of the changes or additions.</p>
Carrier Connections	<p><b>Carrier Connection Maintenance:</b> Price per carrier. This is a requirement for ALL existing Carrier Connections.</p> <p><b>Carrier Connection Change:</b> Open Enrollment changes for existing carrier connection(s) - mapping, file removal, etc.</p> <p><b>Carrier Connection Implementation:</b> Establishing a new carrier connection with the benefits carrier.</p>	<p><b>Maintenance:</b> \$200 per carrier  <b>Change:</b> \$1,000 per carrier  <b>New:</b> \$1,000 per carrier</p>
COBRA Admin Maintenance	<b>COBRA Admin Maintenance:</b> Open enrollment maintenance for existing COBRA Administration.	<b>\$500</b>
Ad hoc HR Configuration Services	Services to assist with HR changes – i.e., updating custom forms, updating HR action and workflows, etc.	\$250/hour
Training Services	Minimum purchase of 5-hour blocks.	\$250/hour
Tax Services	Requires a Statement of Work to scope the project.	\$200/hour
Custom GL Report	Modifying the standard GL report template provided. Fees are per hour – minimum 1 hour plus time required to spec and do initial set up.	\$225/hour
Custom Report Programming	Adding additional reports to the standard report templates provided. Fees are per hour – minimum 1 hour plus time required to spec and do initial set up.	\$200/hour

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## 2026 RATE CARD

Labor Law Posters	This service will deliver all mandatory federal, state, county, and city labor law posters and updates directly to your work locations, including your remote workforce.	Annual Poster Replacement Subscription service: \$18 for initial poster, then \$8/month/location (\$106 for annual subscription + initial poster) E-update Poster Replacement Subscription service: \$20 for initial poster, then \$10/month/location Standalone poster: \$45 one-time fee Remote Employee online e-Poster service: \$9/month
Ad hoc Managed Services	Services to enhance and support non-Managed Services clients with Managed Services Payroll guidance.	Price negotiated based on scope of project
Credit Card Processing Fee	Credit card processing fee applied to any sales order where a credit card authorization form was provided as the one-time method of payment.	3.5% of the total transaction

*Last revision: Oct 2025*