

## RABco Payroll Services Processing guidelines

- A) The expectation is that you will be trained on our software and maintain all employee data changes and submit payroll using our online portal. Additional processing fees may apply if the RABco Payroll is asked to maintain data changes and payroll entry.
  
- B) In order to participate in our Total Tax Filing service (Tax Impounding), you must submit payroll 2 business days prior to check date by 3:00pm pst for clients not banking with CNB, and 1 business day prior to check date by 3:pm pst for clients that do bank with CNB. If not able to commit to meeting this deadline, you will be set up on our Debit-to-Client Tax service. Using this service, we initiate pushing money directly from your bank account to the appropriate tax agencies (EDD/IRS).
  
- C) In order to participate in employee direct deposit, you must submit payroll 2 business days prior to check date by 3:00pm pst. Exception: If your business payroll funding account is through City National Bank, we have an arrangement that allows you to process 1 business day before payday by 3:00pm.

I have read and understand RABco Payroll processing guidelines:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date