



CSI Accounting & Payroll has been working non-stop for the last several weeks to follow and keep you up to date on the new federal and state programs responding to the coronavirus pandemic as they are rolled out.

We know that many of you will benefit from the Economic Injury Disaster loans that have been made available, primarily the \$10,000 EIDL grant.

We also now know that many of you will greatly benefit from the Payroll Protection Program that was signed into law late last Friday, and have urged you to contact your banker to get in line to apply when the banks are ready. We just got a look at what might be the final draft of the SBA PPP loan application form, which is part of what the banks have been waiting for.

Now it is time for us to work with you individually to prepare the information on this application and assemble all of the necessary documents your banks require you to submit in support of your application. Later it will be time for us to work with you to provide whatever documentation your banks will require you to submit to prove that all, or a portion of the funds qualify for forgiveness. We have attached a service agreement for this additional service that outlines how we will help you, what it will cost, and when payments will be due. Please take a look and then sign up for us to lead you through this process.

Thank you very much.

Your service professionals at CSI Accounting & Payroll



CARES Act Additional Service Details & Pricing

EIDL Act Additional Service Details & Pricing

On March 27, 2020, President Trump signed into law the Coronavirus Aid, Relief, and Economic Security Act (CARES). This new law allocates money to help small businesses keep workers employed amid the pandemic and economic downturn. Known as the Paycheck Protection Program (PPP), the initiative provides 100% federally guaranteed loans to small businesses who maintain their payroll during this emergency. Importantly, these loans may be forgiven if borrowers maintain their payrolls during the crisis or restore their payrolls afterward.

Previous to the CARES Act, the President signed into law the Economic Injury Disaster Loan Program (EIDL). The EIDL contains a provision that allows small businesses to receive an almost immediate \$10,000 advance.

CSI Accounting & Payroll is pleased to offer the following services to our clients in order to apply for the EIDL and the PPP programs.

Services to be provided:	
<p>There are three main components of this service:</p> <ul style="list-style-type: none">• EIDL Application for the \$10,000 payment.• CARES Act Loan Application.• CARES Act Loan Forgiveness.• Fees will be charged as follows: An initial payment of \$1,000.00 due upon receipt of the EIDL money.	



Accounting, Payroll, Consulting and Tax Services

- A second payment not to exceed \$2,500.00 upon completion of both parts of the CARES Act Process. The CARES Act Loan can be up to 2.5 times your average monthly payroll and can be both forgiven and tax-free. This is huge, and is a lot of work.
- We reserve the right to charge more than \$2,500.00 upon completion for businesses with employee counts of more than 25.

Agreed to and Accepted by:

Print name and title_____

Business Legal Name_____

Business DBA_____

Signature_____

Date_____



Additional Terms:

These services are above and beyond your current accounting, tax, or payroll engagements. It is your responsibility to provide all the information required in order for the services to be provided. You should retain all the documents and other data. They may be necessary to prove the accuracy and completeness of the services provided.

All invoices are due and payable upon presentation, but we will do our best to collect after funds are received.

CSI Accounting & Payroll greatly appreciates the value of a client. Our intent is to maintain a long-term business relationship with our clients. Our fees are based on anticipated cooperation from you and/or your personnel and on the assumption that neither unexpected circumstances nor unnecessary delays in providing us with information will be encountered. We expect that you will provide us with any and all applicable documents and information in a timely manner, and will respond to any inquiries from our team in a timely manner.

CSI Accounting & Payroll cannot guarantee any funds will be received or forgiven as that is at the discretion of the SBA and the bank.

Cancellation of agreement requires written notice delivered 30 days prior to final termination date. No refunds of fees are issued for services prior to the final termination. All fees are considered earned when paid and are non-refundable. Any ACH transfer that does not clear your account will be automatically resubmitted. A \$30.00 charge will automatically be added to the resubmitted ACH.

None of the services can be relied upon to detect errors, irregularities, or illegal acts that may exist. However, we will inform you of any material errors, any irregularities, and/ or illegal acts that come to our attention, unless they are clearly inconsequential. Client is responsible for submitting complete and accurate information to CSI Accounting & Payroll.