

Additional Service Fees - August 1, 2025

Area	Additional Service	Fee
HCM/Time	Base Payroll Fee- Clients under 50 Employees	\$99/monthly
	Void & Reprocessing	\$50.00
	Same Day ACH Requests <i>*subject to processing deadline of 1:30 pm CST*</i>	\$25.00
	Special Runs (Off cycle payrolls/Late Payrolls)	\$50.00
	24-Hour Turnaround Payroll Processing	Requires customer to wire funds
	Monthly Maintenance Fee - Inactive Accounts/Zero Payrolls	\$85/month
	Add New Pay Group	\$250
	General Ledger Build/Rebuild	Minimum \$500; final cost based on complexity and time required to complete.
	Geofencing (Time clients only)	\$100 per month
	Virtual Clock	\$135 per month, per EIN
	Time Build/Rebuild	Minimum \$750
	Custom Report Writer Build	Minimum of \$100 per report
	Paper Check Payroll Only (Client Bank Account)	\$2.50 per check plus current shipping cost
	Child Support payments via ACH Processing	\$1.00 per item
	Garnishments or Support Payments via Check	\$3.00 per item
HF Funding Late/NSF Payroll	\$500/occurrence, plus return fees w/Mgmt Approval. At 3rd occurrence Client will be moved to Direct Wire service.	

Area	Additional Services	Fee
Benefit Services	Benefits Renewal Updates (rates only)	Minimum \$125
	Benefits Open Enrollment Renewal	\$250 for first 5 plans; addl plans are \$50 ea.
	Benefit Guidance Tool for Open Enrollment <i>(Full Benefit Administration Required)</i>	\$1.25 PEPM
	OneConnect Carrier Feeds <i>(min participant requirements may apply)</i>	One-time Set up Fee - \$1000 per Carrier; Monthly PEPM - \$.70
	PayKonnnect Feed <i>(401k 180/360 feed for participating Recordkeepers)</i>	One-time Set up Fee - \$500 for new Recordkeeper/\$250 for existing Recordkeeper; Monthly Fee - \$50
	Integration Services with Employee Navigator	One-time Set up Fee - \$750-1000; Monthly PEPM - \$0.70
	Add-On COBRA Services with involved Benefit Services	Agreement with IBS required; \$1.00/PEPM
	ACA Data Administration <i>(Manual Entries/Imports)</i>	\$150/year (per EIN)

Area	Additional Services	Fee
Tax	Missing or "Applied For" Tax IDs over 90 days	\$100 per jurisdiction/per month. Failure to provide Tax IDs will result in late deposits and filings. Highflyer is not responsible for late fees or penalties due to missing Tax Account information.
	Tax Registration Assistance	\$300 Basic (for 3 ID accounts); \$150 per State for Clients with >3 IDs needed.
	Expedited Tax Payment Fee (Late Payroll)	\$75 per request
	Tax Resolution/Support <i>(charged for Tax Support cases that involve tax research and notice Resolution)</i>	\$60 per hour, per issue.
	Tax Research and Work outside of Scope	\$125 per hour
	W-2C — Correction made after Year End <i>(change made to data: name or address)</i>	\$75 each
	W-2C — Correction made after Year End <i>(change made to earnings/deductions, SSN-may require Amendments)</i>	\$150 each
	Duplicate W-2/1099 Form print with no changes	\$10.00 each

Year End Tax Forms Processing Base Charge	Minimum of \$50
1099 per Form Charge after Year End	Minimum of \$150
Amended Quarterly Return <i>(per form, per tax jurisdiction)</i>	\$175.00
Re-open Previous Year <i>(includes Q4)</i>	\$500.00

Area	Additional Services	Fee	
Treasury	Client Bank Account Changes	\$25.00	
	Non-Sufficient Funds Return (NSF)	1st Return:	\$75.00
		2nd Return:	\$100.00
		3rd Return:	\$200.00
		More than 3 returns will require moving client to Direct Wire for all future payrolls.	
	Reverse Wire Fee per payroll	\$25.00	
	Direct Wire Fee per payroll	\$15.00	
	ACH Notice Processing:		
	· Notification of Change (NOC)	\$10.00	
	· Returned Item Fee	\$25.00	
Stop Payments (OBC clients)	\$40.00		
Reports to CD	\$250/Year requested		

Area	Additional Services	Fee
Other Services	Custom API integration Service - DetaMoov	One-time Set up Fee \$250 ; Monthly fee \$50
	E-Verify Service Connection via isolved	\$3 per record; requires Client to establish Web Services Account with E-Verify
	Expense Management	One-time Set up Fee \$250; \$1.30 PEPM
	Occurrence Tracking	One-time Set up Fee \$250; \$1.00 PEPM
	Out of Scope Project/Research Fees	\$125 per hour/based on complexity and scope of work