



isolved Tax Additional Terms and Conditions

1. Use of These Terms and Conditions. isolved provides Employers a variety of services designed to assist with various state and federal tax filings and administration. These isolved Tax Additional Terms and Conditions should be read in conjunction with and hereby incorporate by reference the standard isolved Universal Terms and Conditions, found at <https://www.isolvedhcm.com/legal/agreements/terms-and-conditions> along with the applicable Order Form and or Transition Order Form. isolved will only provide the Services specifically chosen by Employer and set forth in the applicable Order Form or Transition Order Form. In consideration of the mutual promises set forth herein, it is agreed by and between isolved and Employer as follows:
2. Communication of Tax Notices. Employer agrees and acknowledges Employer, and not isolved, may receive communication from the Internal Revenue Service and state tax agencies. These communications include but are not limited to, tax notices, lien notices, and letters of status. Employer agrees to send a copy of any communication received from any federal or state tax agency to isolved within three business days of receipt to protect and allow isolved the opportunity to prevent the assessment of any additional penalties and interest. isolved shall not be liable for any penalty or interest assessed by a tax agency in the event notices or other necessary information were not sent with the three business days after receipt by Employer.
3. Liability Caused by a Tax Agency Delay. isolved shall not be liable for any penalty or interest assessed by a federal or state tax agency when the delay is attributed to the tax agency. Employer acknowledges that isolved shall make this service available to
4. Printing and Mailing Fees. From time to time, a need may arise for isolved to print and mail documents to a tax agency. isolved reserves the right to charge the Employer for the costs associated with printing and mailing.
5. Hold of Funds. isolved shall hold any applicable Employer funds for a reasonable amount of time until Employer provides isolved with a proper tax identification number.
6. Limitation of Services for Former Employers. Employer agrees that isolved shall not be obligated to provide continued services in the event Employer terminates its relationship with isolved. Any performance of additional services after termination shall be completed at isolved sole discretion. In the event that isolved agrees to perform services to a terminated Employer, the terminated Employer shall be assessed a reasonable fee by isolved.

7. Not a Full Tax Service. Employer agrees and acknowledge that isolved tax is not a full tax preparation services and that isolved shall not be responsible for rejected tax filings based upon inaccurate data provided by Employer.
8. Entire Agreement and Conflicting Terms. These Additional Terms and Conditions along with the incorporated Universal Terms and Conditions and Order Form make up the entire Agreement and supersede all previous communications, representations, or agreements, either verbal or written between the Parties. In the even there is a conflicting term between these Additional Terms and Conditions and the Universal Terms and Conditions, the Additional Terms and Conditions shall govern. In the event there is a conflicting term between these Additional Terms and conditions and the Order Form, the Order Form shall govern.
9. Authorization. Employer hereby authorizes isolved to perform any and all acts and deeds necessary to perform the duties as set forth in this Agreement, including but not limited to, enlisting the services of a third party to assist isolved with its duties hereunder. Such third parties have agreed to confidentiality requirements consistent with isolved responsibilities under this Agreement. If Employer requests isolved to act in a manner that isolved reasonably believes is inconsistent with this Agreement and/or applicable law, isolved reserves the right to refuse such a request.
10. Recordkeeping. isolved will maintain the usual and customary books, records and documents, including electronic records in isolved possession, in accordance with applicable law. During this period, Employer has the right to access isolved records related to the Employer, upon reasonable request and at the sole expense of Employer.