

New Policies Effective February 1, 2011

Due to increasing costs associated in doing business over and above our daily schedules, the following services will be charged:

- **Stop Payment fee** will be \$50. If you do not have direct deposit now is the time to sign up for it! If we mail your check to the address that you've provided to us and it does not reach you and you ask for it to be re-issued the fee will be deducted from your check. We have no control over the USPS and cannot guarantee the timeliness or accuracy of the mailing system.
- **Copies of Paystubs & Re-issued W-2's** will be \$25. Keep your documents! If you don't save them and find at a later time that you need copies for any personal reasons you will be required to pay cash up front for copies.
- **Employment Verifications / Garnishments / Liens / Alimony / Child Support** – the fees for these services will be determined by the length of time that it takes to complete the paperwork for the necessary agencies.