

**NATIONAL PAYROLL REPORTING CONSORTIUM, INC.**  
**Application for Membership**

Please print, complete and mail this form to the address provided, or scan the completed form into a PDF document and email it to [nprc@nprc-inc.org](mailto:nprc@nprc-inc.org). No dues payments may be made prior to acceptance of the membership application by the NPRC Board of Directors. (See page 3 for details as to membership costs).

**Company name:** \_\_\_\_\_

**Company address:** \_\_\_\_\_

\_\_\_\_\_

**Website/URL:** \_\_\_\_\_

**Representative name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email :** \_\_\_\_\_

*(All Fields are Required)*

**Part I: Company Profile**

1. Does the company provide payroll tax payment and related reporting services to employers, including filing federal and state employment tax returns electronically, depositing federal and state payroll-related taxes; and electronically filing quarterly wage reports, and annual 1099 or W-2 reports? Does your company and make an average of over 100 federal employment tax deposits per business day using the IRS EFTPS system?

2. Alternatively, does your organization provide specialized software directly to payroll service providers to enable such services, but do not provide such services directly to employers?

Please explain any variances.

3. Please describe the general nature of these services:

4. How long has the company been offering payroll and/or tax filing services or related software?

5. Do you provide payroll software and/or services in all U.S. states, or a subset? Territories?

6. Does your organization use the IRS EFTPS system to make federal employment tax deposits on behalf of clients? (Not applicable for software developers.)

7. Number of clients using:

- Payroll services \_\_\_\_\_
- Tax Filing/Reporting services \_\_\_\_\_
- New Hire Reporting services \_\_\_\_\_

*This information is necessary in order to represent the NPRC membership to government bodies and agencies, and will not be used for any other purpose.*

## Part II: Representative Information

1. Please describe the payroll and/or tax filing experience of the proposed representative of company. Include length of time, scope of duties etc.
2. What are the three most important issues you would like to see the NPRC address over the next year?

I hereby affirm that I am authorized to act on behalf of this organization as the primary contact for NPRC purposes. If accepted as a member of the NPRC, I will:

- Not use information shared within this forum to adversely affect other NPRC members;
- Limit my contact with the press and government representatives regarding NPRC issues to statements or documents approved by the NPRC in writing;
- Not represent myself or my company as speaking for the NPRC without prior written approval;
- Keep client funds separate from operating funds of the payroll service;
- Be responsive to government agency concerns regarding processability of reports and accuracy of data;
- Support and use appropriate electronic filing programs whenever possible.

I understand that violation of any of the above rules of conduct may result in a member's immediate removal from the NPRC.

Representative's name: \_\_\_\_\_ Date : \_\_\_\_\_

Signature: \_\_\_\_\_

*The NPRC reserves the right to approve organizations for membership based on the identified criteria and/or any other factors that NPRC in its sole discretion may wish to consider.*

***Important Disclaimer:*** *Information provided by NPRC is intended to be advisory in nature and must not be relied upon exclusively. NPRC does not intend to provide complete or comprehensive information as to requirements or other issues that may apply to organizations that provide employment tax or other reporting services to employers. Member companies must understand that they are responsible for obtaining such information directly from the appropriate government authorities and/or their own legal and tax advisors. Members should contact the appropriate agencies directly to determine whether and how any particular issue may affect them.*

### Part III. Membership Dues

**Please make no payment with this application.**

*Any applicable dues payments will be invoiced upon acceptance of the membership application by the NPRC Board of Directors.*

**Annual Member dues** are determined by the Board of Directors from time to time, but are currently as follows:

<u>Number of Clients</u>	<u>Member Dues</u>
10,000+	\$15,000
Up to 9,999	\$9,000

Software developers that do not provide payroll services directly to employers are currently assessed dues at the \$9,000 amount annually.

Members joining NPRC in the month of January will be subject to the full annual member dues for that calendar year. Members joining NPRC in February through December will have dues prorated to reflect the number of months of membership for that calendar year; e.g., an entity submitting an application in June would pay for seven months (June – December). Dues are generally invoiced in April for the calendar year.

**Please mail the completed application to:**

**NPRC, Inc.  
PO Box 850  
Henrietta, NY 14467-0850**

**Alternatively**, scan the completed form into a PDF document and email it to [nprc@nprc-inc.org](mailto:nprc@nprc-inc.org).

Contact for questions:

Pete Isberg  
National Payroll Reporting Consortium, Inc.  
909 971-7670  
[Pete.Isberg@adp.com](mailto:Pete.Isberg@adp.com)  
[Pete\\_Isberg@nprc-inc.org](mailto:Pete_Isberg@nprc-inc.org)  
[www.nprc-inc.org](http://www.nprc-inc.org)