

**Instructions:** Please review the information below then sign and date the bottom of the form. Submit the completed form to PremierFMS via one of the following options:

**Mail**

10425 W North Ave  
Suite 345  
Milwaukee, WI 53226

**Email**

[ICVIC@Premier-FMS.com](mailto:ICVIC@Premier-FMS.com)

**Fax**

855.325.4668

Premier currently partners with the reporting agent CYMA to complete employer related activities on your behalf. CYMA, the reporting agent, has over 23 years of experience providing payroll services (running payroll, filing quarterly and yearly payroll taxes, issuing IRS Forms W-2 and IRS Forms 1099-NEC). The tasks that are being delegated are as follows:

- Payroll Processing by Program – W2 Employees and 1099 Vendors
- Federal and State Tax Liability Payments
- Federal Quarterly and Annual Filings – 941R, 940
- State Quarterly and Annual Filings
- New Hire Reporting
- Creation of Direct Deposit File – Upload of File to National Payment Corporation for payment to employees (Directly funded by Premier FMS)
- Physical Check printing and Mailing for Vendors not using Direct Deposit
- Amended State and Federal Returns – if Needed
- Employee Access to Web Portal for access to Direct Deposit Advice and W2 Printing

## AUTHORIZATION

By signing the following you are acknowledging CYMA the information listed and are in agreement.

Print Name (Veteran/Authorized Representative): \_\_\_\_\_

Veteran/Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_