



ORDER FORM

The Parties accept and agree to this Order Form, as follows with an effective date of July 31, 2015. This Order Form incorporates by reference and is governed by the terms and conditions of the Master License and Services Agreement for Taxware Products and Services with an effective date of July 31, 2015. Capitalized terms not defined in this Order Form have the same meaning ascribed to them in the MLSA.

City of West Allis
7525 West Greenfield Avenue
West Allis, Wisconsin, 53214
United States

Taxware, LLC
200 Ballardvale Street, Building 1, 4th Floor
Wilmington, MA 01887

Signature: _____ Signature: _____

Print Name: _____ Print Name: _____

Title: _____ Title: _____

Date: _____ Date: _____

CLIENT CONTACT INFORMATION	
Billing Contact: Address: 7525 West Greenfield Avenue , West Allis, Wisconsin 53214, United States E-mail: Phone: 414-302-8251	
Ship To Contact: Address: 7525 West Greenfield Avenue, West Allis, Wisconsin 53214, United States E-mail: Phone: 414-302-8251	

Term	The initial term shall be for 3 Subscription Period(s) from the Effective Date on the Order Form. The Order Form shall automatically renew for the same length as the Initial Term.
Payment Terms	The Annual Fee is invoiced 90 days prior to the beginning of the Subscription Period and is due and payable within 30 days from the date of the invoice. The fees set forth in the Order Form do not include taxes. Commencing with the 2nd Subscription Period of this Order Form, Taxware may, with 90 days written notice, increase fees, such increase to be effective as of the beginning of such Subscription Period.
Subscription Period	The Subscription Period runs April 1 through March 31. The first year subscription begins on the Effective Date and continues until March 31, 2016.
Additional Terms	Taxware will maintain all Client data in the Taxport software for at least four years (the current input year and three prior years). The current and three prior years' data will remain available on-line for immediate access at no additional cost to Client.
Additional Definitions	"Form" means tax or informational returns that are transmitted electronically or on paper to the appropriate regulatory agency, including any and all changes that are corrections to a prior filing.

**This Order Form is a(n):
New Order**

SaaS and Tax Information Reporting Services

PRODUCT(S)	LICENSE METRIC	FEES (all fees set forth herein are applicable to the Subscription Period)
<ul style="list-style-type: none"> • ACA SaaS • Managed Services - ACA 	ACA SaaS - Up to 700 Forms Processed Managed Services - ACA - Up to 700 Forms Processed	Annual Fee: \$22,407.84

Overage Fees

PRODUCT(S)	FEES (all fees set forth are applicable to the Subscription Period)
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ACA SaaS	Usage Fee in Excess of Contracted Volumes: \$4.14 /form
Managed Services - ACA	Usage Fee in Excess of Contracted Volumes: \$1.24 /form

STATEMENT DELIVERY				
Form Type	Per-Form Cost (up to Estimated Volume)	Overage Rate (Per-Form cost above Estimated Volume)	Estimated Volume	Extended Price¹
1095	1.78	\$1.78	700	\$1,246.00

¹If actual volume exceed the estimated volume, Taxware will charge for the overage after tax forms are mailed.

Optional Statement Services:	
<input type="checkbox"/> NCOA Return File	\$0.025 per Form contained in the print file
<input type="checkbox"/> PDF Copies of Forms	\$50.00 per print file <i>and</i> \$0.04 per Form which includes encryption
<input type="checkbox"/> Inserts	<input type="checkbox"/> \$0.04 per insert provided to Taxware by the Client <ul style="list-style-type: none"> • If the insert is folded it must be in the "C" fold • Inserts must be shrink wrapped and shipped on a skid or pallet <input type="checkbox"/> \$0.10 per single sided insert printed by Taxware from Client document <input type="checkbox"/> \$0.12 per double sided insert printed by Taxware from Client document
<input type="checkbox"/> Envelopes and Paper (for Clients to print corrections)	__ Boxes of 1099 envelopes (500 per box) @ \$35.00 per box __ Boxes of W_2 envelopes (500 per box) @ \$40.00 per box __ Boxes of 1099-R perforated paper (1000 sheets per box) @ \$30.00 per box __ Boxes of W-2 perforated paper (1000 sheets per Box @ \$30.00 per box

Authorized Affiliates	
Are Affiliates authorized to receive the Products and Services under this Order Form? <input type="checkbox"/> Yes <input type="checkbox"/> No	
[If yes, list authorized affiliates below]	
Legal Name	Address