

SOCIAL SECURITY ADMINISTRATION

FEE SCHEDULE

As of January 21, 2016

BOT Adopted 1/21/2016 Special Meeting No. 05/16

EMPLOYER SERVICES SECTION

Type / Purpose	Description	Fee
Social Security Number (SSN)	New Issuance	\$2.00
Duplicate for SSN	Duplicate copy of SSN	\$2.00
SSN Change Fee	SSN Change of Name, Address, & Personal Detail	\$2.00
Employer Identification Number (EIN)	New Issuance	\$15.00
Sub EIN	Additional Business under same employer	\$10.00
EIN Change Fee	Change of Business name, Address & Others	\$10.00
EIN Renewal Fee	Parent Company *New	\$0
EIN Renewal Fee	Sub-EIN *New	\$0
Duplicate for EIN	Duplicate copy of EIN	\$5.00

PENALTY OF LATE FILING/CONTRIBUTION

100% of payment, or minimum \$250, if payment is not received 1-day after the due date
\$2,000 is maximum penalty

OTHER FEES

Recording Fee	Per each document to be recorded in Court (<i>Court fee \$5</i>)	\$10.00
Release Fee	Per each document to be released in Court (<i>Court fee \$5</i>)	\$10.00
Research Fee	Per ½ hour research of records for benefit agencies other than our clients	\$20.00
Statement Fee	Request for Quarterly Statement History	\$2.00
Photocopies	Per each page of client's file	\$0.25
NSF Checks	For each check bounced or dishonored	\$30.00
Stop Payment	Stop payment *New	\$10.00
Replacement Fee	Replacement fee for BE check *New	\$8.00
General Fee	Applies to any other request not specified above	\$20.00
Filing Error	Applies to filing error * <i>Changed to 0 from \$1 as cost of documenting & charging is high</i>	\$0