

## CLIENT SET-UP FORM

Company Name: Effingham County Board of Commissioners Date: 03 / 03 / 2026

DBA: \_\_\_\_\_ (if applicable) Legal Business Name: Effingham County Board of Commissioners

Business Industry: GO - Government (city, state, fed) including law enforcement & Pu... If Other: N/A

### Main Contact Information

Main Contact on Account: Sarah Mausolf Title: Human Resource Services Director

Contact Phone Number: 912-754-2104 Email: SMAusolf@EffinghamCounty.org

### Company Information

Company Main Phone Number: 912-754-2123 Company Website: https://www.effinghamcounty.org/

Physical Address: 804 South Laurel Street

City: Springfield State: GA Zip Code: 31329

Please provide mailing address if different than the above physical address:

Mailing Address: 804 South Laurel Street

City: Springfield State: GA Zip Code: 31329

Federal Tax ID: 58-6000821 Business License Number: N/A

State of Incorporation: GA Years in Business: 100

Company Principal First Name: Tim Company Principal Last Name: Callanan

Principal Title: County Manager Does your company share office space with another company/entity?  Yes  No

Does your company have operations or agents outside the United States or its territories?  Yes  No

If yes, specify where: \_\_\_\_\_

Business Classification: Not Applicable

\*If sole proprietor or partnership, please provide the following information:

Full Name: \_\_\_\_\_ Title: \_\_\_\_\_ Email: \_\_\_\_\_

Please Note: A Social Security Number and home address will be requested separately.

Est Number of Employees: 700 Anticipated # of Screens Annually: 250

Is your organization exempt from sales tax? Yes (If yes, please attach certified exemption lett...

Does your organization have any of the following designations: County Agency

Upload proof of bona fide business/business status verification, e.g., business license, secretary of state, Federal Tax ID (must include: business name, address, tax id number, all other information can be redacted) or Articles of Incorporation.

 **BLANKStateSalesTaxExemptFormRevisedMarch2025.pdf**

### Invoice and Billing Information

Billing Contact: Sarah Mausolf Title: Human Resource Services Director  
 Billing Contact Phone Number: 912-754-2104 Email: SMAusolf@EffinghamCounty.org  
 Billing Address: 804 South Laurel Street  
 City: Springfield State: GA Zip Code: 31329  
 Billing Email Address: SMAusolf@EffinghamCounty.org  
 Purchase Order Required:  Yes  No If yes, provide PO number: \_\_\_\_\_  
 Does your company have a vendor portal?  Yes  No If yes, provide details below:

### System User Information *Please request an additional user set-up document if more than four users will access the account*

#### Primary User (will have full administrative rights)

Contact Name: Sarah Mausolf Title: Human Resource Services Director  
 Telephone Number: 912-754-8075 Email: SMAusolf@EffinghamCounty.org

#### Additional User

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
 User Access Rights: \_\_\_\_\_  
 Access Rights:  Order Reports  View Own Reports  View All Reports  View Report Summary Only  
 Order For Child Accounts/Branches  View Child Account/Branch Reports  
 Billing Contact:  Yes  No

#### Additional User

Contact Name: Kathy Candler Title: HRIS PAYROLL MANAGER  
 Telephone Number: 912-675-1340 Email: KCandler@effinghamcounty.org  
 User Access Rights: Full User Access  
 Access Rights:  Order Reports  View Own Reports  View All Reports  View Report Summary Only  
 Order For Child Accounts/Branches  View Child Account/Branch Reports  
 Billing Contact:  Yes  No

#### Additional User

Contact Name: Survira S. Parker Title: HR Generalist III  
 Telephone Number: 912-754-2104 Email: SParker@EffinghamCounty.org  
 User Access Rights: Full User Access  
 Access Rights:  Order Reports  View Own Reports  View All Reports  View Report Summary Only  
 Order For Child Accounts/Branches  View Child Account/Branch Reports  
 Billing Contact:  Yes  No

[Have additional users? Connect with us for an expanded users form.](#)

## MASTER SERVICE AGREEMENT

This Master Service Agreement (“Agreement”) is between **ACCUSOURCEHR™, INC. Workforce Solutions** a California corporation (“AccuSourceHR”), and Effingham County Board of Commissioners, a County Government in Georgia on behalf of itself and its officers and employees (“Client”), and is effective (“Effective Date”): (i) on the date of last signature below; or (ii) if this Agreement is electronically executed by Client, upon AccuSourceHR’s activation of Client’s account.

### 1. **ACCUSOURCEHR SERVICES.**

AccuSourceHR is a global provider of background screening services. In the United States, AccuSourceHR is defined as a “consumer reporting agency” pursuant to the applicable jurisdiction of the Fair Credit Reporting Act, 15 U.S.C. §1681 et seq. (“FCRA”) and applicable state law, and any FCRA-regulated screening reports that AccuSourceHR furnishes pursuant to this Agreement are defined by the FCRA and applicable state law as “consumer reports” and/or “investigative consumer reports.” All reports provided by AccuSourceHR pursuant to this Agreement are collectively defined as “Screening Reports”, and all references to “Screening Report(s)” herein shall refer to an entire Screening Report(s) as well as any specific information contained within a Screening Report(s). Subject to the terms and conditions of this Agreement, and upon Client’s request, AccuSourceHR will furnish Screening Reports and the related services described in this Agreement in connection with Client’s screening (check all that apply):

- of employees or candidates for employment (including, without limitation, independent contractors, temporary workers/employees, vendors, and volunteers), and/or other individuals for legally permissible employment-related purposes;
- in accordance with written instruction of the consumer to whom the Screening Report relates \_\_\_\_\_ (including, without limitation, students, vendors and tenants (each, an “Applicant”).

### 2. **CLIENT OBLIGATIONS**

**(a) Compliance with Applicable Laws.** Client shall comply with all local, state, federal, and international laws and regulations, including, without limitation, and as applicable the FCRA (collectively, “Laws”), applicable to Client in connection with its procurement and use of Screening Reports and other services provided pursuant to this Agreement. Client acknowledges it has received, reviewed and will comply with its obligations in the *Notice to Users of Consumer Reports: Obligations Of Users Under the FCRA* currently available at <https://accusourcehr.com/resources/client-education/>.

**(b) Employment Screening.** If utilizing AccuSourceHR’s FCRA-regulated services for employment purposes, Client is considered a “user” of Screening Reports under the FCRA and applicable state law, and accordingly Client shall comply with its compliance certifications and obligations set forth in Attachment C.

**(c) Tenant Screening.** If a consumer’s tenant application is denied, or other adverse action is taken based in whole or in part on the Screening Reports provided by AccuSourceHR, Client will provide to the consumer: a description, in writing, of the rights of the consumer entitled: “A Summary of Your Rights Under the Fair Credit Reporting Act”, the right to obtain a copy of his/her consumer report and provide the tenant or resident applicant a reasonable opportunity of time to correct any erroneous information contained in the report. Client certifies that any adverse action notice will comply with the FCRA including but not limited to satisfying all requirements under the FCRA if credit history is a disqualifying factor. If using a credit score, Client certifies that it will comply with the Dodd-Frank Act and all applicable regulations relating to using a credit score.

**(d)** Client acknowledges that if it obtains services from AccuSourceHR under this Agreement that fall outside the scope of the FCRA and similar United States laws (“Non-US Services”), then Client may have additional or different legal obligations than those described in this section, and Client shall comply with all such Laws and obligations. Client shall promptly notify AccuSourceHR if Client believes it has failed to fulfill any obligation in this Agreement, including, without limitation, those obligations related to confidentiality, consumer privacy, data protection, and compliance with Laws.

**(e) Account Credentialing, Access and Maintenance.** Prior to obtaining services from AccuSourceHR, Client must satisfy AccuSourceHR’s client credentialing requirements, which may include a physical on-site inspection. Client shall cooperate with AccuSourceHR’s client credentialing process and pay the associated fee, if any, set forth in this Agreement. Client shall designate to AccuSourceHR the name of a “Super User(s)” who shall be: (i) Client’s main contact(s) for the services obtained under this Agreement, and (ii) responsible for the strict administration and control of Client’s accounts users. The Super User(s) shall identify and authorize all Client account users and their respective

access privileges, and promptly notify AccuSourceHR of any changes to Client's company name, physical address, account users, change of ownership, merger or acquisition, change in nature of business, and if any account login codes or passwords become invalid, inactive or compromised in any manner. In accordance with Section 4, a Super User may be an Outsourced Provider.

**(f) Data Privacy and Security.** Client shall maintain commercially reasonable and appropriate technical, physical, administrative and other organizational precautions and security measures to protect against unauthorized access to and/or misuse of the AccuSourceHR system and Screening Reports. At a minimum, Client shall comply with the Client Compliance Certification with Information Access & Security Requirements set forth in Attachment A. AccuSourceHR may, in its reasonable discretion and without penalty, suspend and, upon written notice, cancel Client's account if AccuSourceHR reasonably suspects or identifies any misuse of or unauthorized access to its system and/or Screening Reports through Client's account. If applicable, the parties will execute appropriate addenda and/or data processing agreements for such services.

**(g) Audits and Record Retention.** AccuSourceHR, on behalf of itself and/or its Suppliers (e.g. State Departments of Motor Vehicles, National Credit Bureaus, etc.) may conduct reasonable periodic audits of Client's compliance with this Agreement. Unless otherwise prohibited by applicable Laws, Client shall, for a minimum period of two (2) years, maintain copies of all Applicant screening disclosure/consent forms and, as applicable, all pre-adverse and adverse action notices (as further described in Attachment C). Client shall, upon reasonable advance notice, during its normal business hours, make available to AccuSourceHR and/or its Suppliers such documentation reasonably requested to demonstrate Client's compliance with its obligations in this Agreement. If Client becomes aware of an audit initiated by a third-party involving AccuSourceHR's Screening Reports or other services provided pursuant to this Agreement, Client shall provide AccuSourceHR prompt written notice of the audit. Client shall not provide access to its AccuSourceHR account or Screening Reports to any auditing party unless required to do so by applicable Laws and AccuSourceHR expressly consents to such access request.

**(h) Prohibition on Resale or Reuse of Reports.** Client shall not, directly or indirectly, sell, transfer, disclose the contents of or distribute Screening Reports, in whole or in part, to any third-party (other than to the applicable Applicant, in conjunction with a Required Disclosure, as defined below in Section 10(c), where required by law, or when authorized by the Applicant in writing). Client shall use Screening Reports solely as an end-user, for a single, one-time use.

**(i) Adjudication Details and Responsibility.** This Section 2(i) is only applicable if Client utilizes AccuSourceHR's Concierge Adjudication Services, as described below and subject to applicable product/service specifications. If Client elects to obtain such services, Client shall provide AccuSourceHR with the criteria, guidelines and instructions established by Client for determining whether the information in an Applicant's Screening Report satisfies Client's eligibility criteria ("Adjudication Guidelines"). AccuSourceHR will apply Client's Adjudication Guidelines to the Screening Report information reported by AccuSourceHR and then provide to Client a status that reflects the outcome of such application ("Concierge Adjudication Services"); provided, however, that AccuSourceHR will not apply any "does not meet" or equivalent final adverse status, which ultimately must be determined and applied by Client. If AccuSourceHR performs Concierge Adjudication Services on behalf of Client, AccuSourceHR's sole responsibility will be to perform such services accurately in accordance with Client's then-current Adjudication Guidelines provided to AccuSourceHR. Client represents and warrants to AccuSourceHR that the Adjudication Guidelines comply with all applicable Laws and acknowledges that Client is solely responsible for the creation and content of the Adjudication Guidelines and for ensuring such compliance on an ongoing basis. Client may update its Adjudication Guidelines from time to time by providing advance written notice to AccuSourceHR, and such updated Adjudication Guidelines will be effective upon AccuSourceHR's written confirmation to Client.

**(j) Compliance Responsibility; No Legal Advice.** Client acknowledges that AccuSourceHR will not render any opinions regarding Screening Report content, and Client shall base its screening processes, criteria, Adjudication Guidelines (if applicable) and decisions on its own policies, procedures and review of applicable Laws. Any consultation, training and/or sample forms (e.g., disclosure and authorization forms, and pre-adverse and adverse action notices) provided by AccuSourceHR are provided for informational purposes only, and not for the purpose of providing legal advice and/or Client's reliance. CLIENT ACKNOWLEDGES THAT IT IS SOLELY RESPONSIBLE FOR, AND FOR CONSULTING ON AN ONGOING BASIS WITH ITS OWN LEGAL COUNSEL FAMILIAR WITH CLIENT'S LEGAL/REGULATORY OBLIGATIONS RELATED TO THE COMPLIANT PROCUREMENT AND USE OF SCREENING REPORTS AND OTHER SERVICES OBTAINED PURSUANT TO THIS AGREEMENT INCLUDING, WITHOUT LIMITATION (AND COLLECTIVELY DEFINED AS "CLIENT COMPLIANCE OBLIGATIONS"): FULFILLING ITS COMPLIANCE OBLIGATIONS IN THIS AGREEMENT; ENSURING THAT ITS DISCLOSURE AND AUTHORIZATION FORMS AND PROCESSES, ADJUDICATION GUIDELINES AND PROCESSES, PROFESSIONAL REFERENCE QUESTIONS AS PREPARED OR REQUESTED BY CLIENT, PRE-ADVERSE ACTION AND ADVERSE ACTION NOTICE FORMS AND PROCESSES, AND ALL OTHER PAPERWORK AND FORMS UTILIZED BY OR ON BEHALF OF CLIENT IN ITS HIRING AND APPLICANT SCREENING PRACTICES ARE APPROPRIATE FOR ITS USE AND IN COMPLIANCE WITH ALL APPLICABLE LAWS. CLIENT SHALL NOT ASSERT ANY CLAIM AGAINST ACCUSOURCEHR FOR, AND WAIVES

LIABILITY AGAINST ACCUSOURCEHR FOR, ANY CLAIMS REGARDING OR ARISING OUT OF THE CLIENT COMPLIANCE OBLIGATIONS.

**(k) Applicant Information and Identity Verification.** Client acknowledges that, in preparing Screening Reports, AccuSourceHR relies on the Applicant identifying information (such as, without limitation, name, date of birth, social security number or applicable national ID, and address) provided to AccuSourceHR by the Applicant and/or Client, as applicable. Client acknowledges that: (i) Client is responsible for confirming that the Applicant is who they claim to be; and (ii) Client is advised to review the completed Screening Report in comparison to the Applicant's job application and I-9 information, if applicable, to ensure that the Applicant identifying information provided to and used by AccuSourceHR to prepare the Screening Report, as well any additional identifying information obtained by AccuSourceHR while preparing the Screening Report, matches the identifying information provided by the Applicant to Client. Client understands that: (i) erroneous or falsified Applicant identifying information may cause the Screening Report to be incomplete and/or inaccurate; and (ii) AccuSourceHR is not responsible for determining whether the identifying information submitted about the Applicant is erroneous or falsified.

**(l)** Client acknowledges and agrees that AccuSourceHR shall be Client's exclusive background screening services provider and agrees not to use any same or similar services during the initial term and any renewal terms of this Agreement.

### 3. ACCUSOURCEHR OBLIGATIONS.

**(a) Compliance with FCRA and Other Applicable Laws.** AccuSourceHR shall comply with all Laws applicable to AccuSourceHR in its preparation and transmission of Screening Reports and other services provided pursuant to this Agreement.

**(b) Service Performance; Service Revisions.** Upon Client's request, AccuSourceHR shall, in accordance with the terms of this Agreement, perform the services identified in the Scope of Services and Fee Schedule attached hereto as Attachment B, as may be amended by the parties from time to time ("Fee Schedule"). Client acknowledges that: (i) AccuSourceHR may fulfill its services under this Agreement through its affiliates, subsidiaries and subcontractors, provided, AccuSourceHR shall remain solely responsible for its obligations under this Agreement, and (ii) AccuSourceHR relies on the information furnished by Client, Client's Applicants, and third-party information suppliers ("Suppliers") when preparing Screening Reports. Client acknowledges that AccuSourceHR may, from time to time, modify, enhance and/or discontinue specific services. AccuSourceHR will use commercially reasonable efforts to provide notice to Client if a service will be discontinued or materially changed.

**(c) Training and Account Implementation.** The fees set forth in the Fee Schedule include AccuSourceHR's standard account implementation services and AccuSourceHR's standard user-training as detailed in Attachment B, the Scope of Services and Fee Schedule. Client acknowledges that reasonable additional service support fees may apply if Client cancels scheduled training sessions without providing reasonable advance notice to AccuSourceHR or AccuSourceHR otherwise provides non-standard training to Client.

**(d) Data Privacy and Security.** AccuSourceHR shall maintain commercially reasonable and appropriate technical, physical, administrative and other organizational precautions and security measures to protect Applicant data against AccuSourceHR's accidental or unlawful destruction and unauthorized disclosure or access. AccuSourceHR is not responsible for disclosure or compromise of such data due to Client's acts or omissions, or otherwise resulting from use of Client's Account User identification number(s) and password(s), due to no fault of AccuSourceHR.

**(e) Record Retention.** Subject to Section 13(c), AccuSourceHR shall maintain Screening Report information for three (3) years from the Screening Report completion date, unless otherwise required or prohibited by applicable Laws. AccuSourceHR may revise the record retention period in this Agreement and such changes will become effective without requiring formal amendment to this Agreement.

**(f) Service Standards; Disclaimer of Warranty.** ACCUSOURCEHR'S SERVICES WILL BE PERFORMED IN A PROFESSIONAL MANNER IN ACCORDANCE WITH THE TERMS OF THIS AGREEMENT. ACCUSOURCEHR WILL MAINTAIN AND FOLLOW REASONABLE PROCEDURES TO ASSURE THE MAXIMUM POSSIBLE ACCURACY OF THE INFORMATION CONTAINED IN EACH SCREENING REPORT, AND ACCUSOURCEHR WILL RE-VERIFY ANY DISPUTED SCREENING REPORT INFORMATION IN ACCORDANCE WITH APPLICABLE LAWS (COLLECTIVELY, "ACCUSOURCEHR COMPLIANCE OBLIGATIONS"). CLIENT ACKNOWLEDGES THAT ACCUSOURCEHR IS NEITHER AN INSURER NOR GUARANTOR OF THE ACCURACY, RELIABILITY, VALIDITY, DEPTH OR COMPLETENESS OF THE INFORMATION PROVIDED BECAUSE SUCH INFORMATION IS SUBJECT TO HUMAN ERROR AND IS OBTAINED FROM PUBLIC RECORDS AND OTHER THIRD-PARTY SOURCES THAT ARE NOT UNDER THE CONTROL OF ACCUSOURCEHR AND MAY NOT ALWAYS BE ACCURATE, CONSISTENT, VALID OR COMPLETE. EXCEPT AS OTHERWISE EXPRESSLY SET FORTH IN THIS AGREEMENT, ACCUSOURCEHR DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY IMPLIED

WARRANTY OF MERCHANTABILITY, ANY IMPLIED WARRANTY ARISING FROM THE COURSE OF DEALING, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, AND NONINTERRUPTION OF SYSTEM USE. CLIENT HEREBY ACKNOWLEDGES THAT IT HAS RECEIVED "ATTACHMENT E, THE SERVICE DESCRIPTIONS."

**(g) Search Scope; Matching and Reporting Guidelines.** Client acknowledges that in performing its services under this Agreement, AccuSourceHR processes searches using the search scope as defined in "Attachment B, the Scope of Services and Fee Schedule." If no search scope is defined in "Attachment B, the Scope of Services and Fee Schedule." AccuSourceHR's default search scope will apply, which is seven (7) years forward from file date. Separate from the search scope, Client also acknowledges that in performing its services under this Agreement AccuSourceHR follows certain internally developed and defined record matching and reporting guidelines designed for AccuSourceHR to meet its accuracy and compliance obligations under the law (collectively, "Reporting Guidelines"). The Reporting Guidelines are subject to change from time to time in AccuSourceHR's sole discretion and subject to applicable Laws. Except as set forth below, or otherwise agreed upon in this Agreement, AccuSourceHR only reports conviction records and will report seven (7) years of conviction information, where allowed by applicable law, from the date of disposition or date of release where applicable and readily available and in the search scope. In some jurisdictions, AccuSourceHR may receive records that are older than Client's requested search scope. If AccuSourceHR discovers information outside of the search scope that is readily available that AccuSourceHR is permitted to report by law which is a felony involving violence or sex crimes, AccuSourceHR may report it to Client. However, Client understands and agrees that AccuSourceHR is in no way obligated to report any information beyond the search scope which AccuSourceHR and Client have agreed upon under this Agreement. AccuSourceHR does not report non-conviction information unless a case is pending with an upcoming court date or where there is an active warrant, where allowed by applicable law. AccuSourceHR reports felony and misdemeanor records only, and does not report information related to infractions, summary offenses, violations, or other sub-criminal information, even if there is an active warrant on such case types. Client certifies that it has reviewed each of the screening services provided by AccuSourceHR and agrees that Client is solely responsible for choosing the search components, products, and packages that are relevant to Client based on business need and specific position. .

**(h) Professional Reference Services.** If Client engages AccuSourceHR to perform professional reference checks, AccuSourceHR's sole responsibility in fulfilling such services will be to: (i) accurately convey to the party providing the reference ("Reference Provider") the reference questions provided or selected by Client; and (ii) accurately convey the Reference Provider's responses to Client's reference questions, subject to adjustments AccuSourceHR determines in good faith are necessary or advisable to ensure AccuSourceHR's compliance with applicable Laws in conveying such responses. Client shall indemnify, defend and hold AccuSourceHR harmless from and against any Claims (as defined below in Section 12) arising out of: (i) the content of reference questions that have been customized at Client's request; or (ii) the content of a Reference Provider's responses accurately reported by AccuSourceHR as received from the Reference Provider.

4. **OUTSOURCED PROVIDER.** This Section 4 is only applicable if Client uses Outsourced Provider services, as outlined below. If Client uses an outsourced human resources provider ("Outsourced Provider") which, for purposes of this Agreement, shall be acting as an authorized agent of Client in connection with Client's permissible procurement and use of AccuSourceHR's Screening Reports and other services, Client shall first identify to AccuSourceHR in writing the identity of the Outsourced Provider and shall require, by written agreement, its Outsourced Provider to comply with all terms of this Agreement applicable to Client (including, without limitation, compliance with all Laws with respect to the procurement and use of Screening Reports; protection of the confidentiality of AccuSourceHR's Confidential Information; and prohibition against re-using, transferring (other than to Client or its Applicant) and/or reselling Screening Reports). As between Client and AccuSourceHR, Client agrees that it shall be fully responsible for the actions or inactions of its Outsourced Provider and that any violation by its Outsourced Provider of applicable Laws or the terms of this Agreement shall be considered a violation of this Agreement by Client. Client authorizes AccuSourceHR to deal directly with the Outsourced Provider as Client's authorized agent, and as between Client and AccuSourceHR, Client shall be responsible for ensuring that all necessary consents of Applicants have been obtained to permit AccuSourceHR to disclose the Applicants' Screening Reports to the Outsourced Provider. The Outsourced Provider shall perform its services onsite at Client's place of business. If the Outsourced Provider wishes to perform its services for Client and/or access or retain Screening Reports at the Outsourced Provider's own business premises, Client shall notify AccuSourceHR in advance, and AccuSourceHR shall have the right, at Client's cost, to perform for regulatory compliance purposes AccuSourceHR's standard company credentialing procedures with respect to Outsourced Provider, which may include a brief physical inspection of the Outsourced Provider's business premises. Client shall obtain AccuSourceHR's advance consent (not to be unreasonably withheld) of any replacement of its Outsourced Provider. Client acknowledges that, due to statutory and/or contractual obligations and restrictions, some AccuSourceHR services may not be available through an Outsourced Provider relationship and, of those that are

available, some may require additional paperwork from Client and/or Outsourced Provider.

5. **CONTINGENT WORKFORCE SCREENING.** This Section 5 is only applicable if Client uses AccuSourceHR's Contingent Workforce Screening services, as outlined below. Upon execution by Client's authorized third-party vendor(s) (each, a "Vendor") of AccuSourceHR's Master Service Agreement, AccuSourceHR shall furnish to Vendors, upon their request, Screening Reports with respect to the Vendor's own applicants or employees (each, a "Vendor Applicant") who are being evaluated to provide services on behalf of the Vendor to Client. Subject to the Vendor's consent, and at Client's request, AccuSourceHR will provide Client with system access to the Vendor Applicant Screening Reports solely for purposes of auditing and, if applicable, adjudicating the results thereof to determine the Vendor Applicant's eligibility to perform contracted services for Client. Client shall not use the Vendor Applicant Screening Reports for any other purpose. Client shall comply with all applicable Laws and the terms of this Agreement (including, without limitation, with respect to the access, retention, destruction and use of the Vendor Applicant Screening Reports). Client and Vendor shall consult and facilitate with each other to provide proper Vendor Applicant disclosure and obtain proper Vendor Applicant consent and, as applicable, determine if and when an "adverse action(s)" (within the meaning of the FCRA or other applicable Laws) has occurred or will occur in relation to Vendor Applicant Screening Reports and, in such event, determine which party or parties (i.e., Client and/or Vendor) shall provide the Vendor Applicant with appropriate pre-adverse action and adverse action notifications, as applicable and in accordance with applicable Laws. AccuSourceHR will configure the Vendor's screening packages in accordance with Client's instructions provided to AccuSourceHR from time to time. Unless otherwise agreed by the parties in writing, AccuSourceHR's fees for the Vendor Applicant Screening Reports will correspond to Client's fees set forth in this Agreement, and unless Client has expressly agreed in writing to assume the fees for the Vendor Applicant Screening Reports, AccuSourceHR will bill the Vendor directly for such services and Client shall not be responsible for such fees. Client's continued system access privileges (if any) to the Vendor Applicant Screening Reports will cease upon expiration or earlier termination of this Agreement. Client acknowledges that, due to statutory and/or contractual obligations and restrictions, some AccuSourceHR services may not be available through an Contingent Workforce Screening relationship and, of those that are available, some may require additional paperwork from Client and/or Vendor.
  
6. **I-9 & E-VERIFY VERIFICATION OBLIGATIONS AND SERVICES.** In the event Client wishes to obtain AccuSourceHR's I-9 & E-Verify Verification Services pursuant to this Agreement, the parties must first execute additional paperwork addressing relevant statutory and/or contractual obligations and restrictions. Client acknowledges that AccuSourceHR's services do not alleviate Client of its responsibility for performing in-person verification of its employees' identities, checking photo identification and completing, verifying and retaining the employees' Form I-9 and other documentation, each as and to the extent required by applicable Laws. In addition, if Client obtains AccuSourceHR's I-9 and/or E-Verify employment eligibility services pursuant to this Agreement, Client and AccuSourceHR agree to comply with the following obligations, as applicable based on the particular service(s) obtained by Client:

  - (a) **Client I-9 Obligations.** Client shall identify and comply with all Laws applicable to Client in connection with its use of I-9 services.
  - (b) **AccuSourceHR I-9 Obligations.** If Client orders the AccuSourceHR I-9 Solution, AccuSourceHR will provide Client an electronic Form I-9 that meets U.S. Citizenship and Immigration Services ("USCIS") regulations related to electronic Form I-9 management.
  - (c) **Client E-Verify Obligations.** Client acknowledges that it is Client's responsibility to complete all E-Verify Checks in accordance with applicable Laws. Client shall: (i) identify and comply with all Laws applicable to Client in connection with its use of E-Verify Checks, (ii) provide AccuSourceHR with the information requested in the E-Verify Company Profile document provided by AccuSourceHR for purposes of obtaining a unique E-Verify Program ID number for Client, (iii) enter into the E-Verify Memorandum of Understanding ("MOU") with the Department of Homeland Security ("DHS"), and (iv) comply with its obligations under the MOU, including, without limitation, restricting E-Verify Checks to only its employees hired after the effective date of the MOU. Employers acting as federal contractors shall restrict E-Verify Checks to all existing employees or only existing employees assigned to specific federal contracts covered by the Federal Acquisition Regulation ("FAR") rule. Employers that are already enrolled in E-Verify at the time of a federal contract award but are not enrolled in the system as a federal contractor with the FAR E-Verify Clause must notify AccuSourceHR and complete an updated E-Verify Company profile document within thirty (30) days after assignment to the federal contract.
  - (d) **AccuSourceHR E-Verify Obligations.** If Client orders E-Verify Checks, AccuSourceHR, or its contracted partner, shall enter into the MOU as Client's E-Verify Employer Agent, and AccuSourceHR, or its contracted partner, shall comply with

its obligations under the MOU.

7. **MOTOR VEHICLE REPORTS; MOTOR VEHICLE MONITORING; ALIAS/ADDRESS HISTORY SERVICES; DRUG AND HEALTH SERVICES; IMMUNIZATION TRACKING SERVICES; ASSESSMENT TESTING; SOCIAL MEDIA SCREENING; PROFESSIONAL SERVICES; CREDIT SERVICES; IDENTITYSOURCE™.**

**(a) Motor Vehicle Reports.** Client acknowledges that motor vehicle reports (“MVRs”) and related information are considered Screening Reports for purposes of this Agreement. If Client requests MVRs or related information from AccuSourceHR under this Agreement, then Client further represents and agrees that: (i) it is qualified to do business and validly holds all licenses required to operate Client’s business in all states where Client conducts business and/or has employees; (ii) it will comply with all applicable Laws related to the procurement and use of MVRs, including, without limitation, the FCRA and the Driver’s Privacy Protection Act, 18 U.S.C. §2721 et seq. (“DPPA”), and any related state laws; (iii) it will not use the MVRs to build its own database; (iv) it will, from time to time upon AccuSourceHR’s request, execute paperwork required by applicable state Departments of Motor Vehicles and/or other data sources for Client’s access to MVRs; and (v) it will not transmit any data contained in any MVR via public internet, electronic mail, or any other unsecured means. Client certifies that no MVRs shall be ordered without first obtaining the written consent of the consumer to obtain “driving records,” evidence of which shall be transmitted to AccuSourceHR in the form of the consumer’s signed release authorization form. Client also certifies that it will use this information only in the normal course of business to obtain lawful information relating to the holder of a commercial driver’s license or to verify information provided by an applicant or employee.

**(b) Motor Vehicle Monitoring.** In the event Client wishes to obtain AccuSourceHR’s Motor Vehicle Monitoring Services pursuant to this Agreement, the parties may be required to execute additional paperwork addressing statutory and/or contractual obligations and restrictions.

**(c) Alias/Address History Services.** AccuSourceHR has obtained limited license rights to provide to its clients certain “nonpublic personal information” (“Alias/Address History Services”) as defined in and regulated by the Gramm-Leach-Bliley Act (15 U.S.C. §6801, et seq.) and related state laws (collectively, “GLBA”). Alias/Address History Services include, but are not limited to, data regarding an Applicant’s residential address history and “Alias” names that might have been used by the Applicant. Alias/Address History Services do not include consumer credit information or other types of information subject to the permissible purposes set forth in the FCRA. Even if Client orders Alias/Address History Services, Client acknowledges that it must separately and additionally order AccuSourceHR’s AKA Search product if Client wants AccuSourceHR to perform additional searches based on the Alias name information obtained with the Alias/Address History Services; otherwise, AccuSourceHR will search using only the Applicant’s name as provided to AccuSourceHR by Client or its Applicant, as applicable. If Client obtains Alias/Address History Services from AccuSourceHR, Client shall comply with the following requirements and restrictions (which are based on statutory and/or Supplier requirements): (i) Client will not, directly or indirectly, sell, transfer, disclose the contents of or distribute Alias/Address History Services, in whole or in part, to any third-party (other than to the applicable Applicant), and Client shall use the Alias/Address History Services solely as an end-user, for a single, one-time use with respect to an Applicant; (ii) Client’s sole purpose for requesting Alias/Address History Services will be to verify the accuracy and completeness of information provided to Client by the Applicant in connection with the transaction pursuant to which the Applicant authorized Client to obtain a report regarding the Applicant; (iii) Client will limit its use of Alias/Address History Services to the foregoing stated purpose; (iv) Client will take appropriate measures so as to protect against the misuse of the Alias/Address History Services; (v) Client will not use any information obtained in connection with the Alias/Address History Services, in whole or in part, for the purpose of serving as a factor in determining the Applicant’s eligibility for credit, insurance, employment or any other product, service or transaction not authorized in this paragraph; and (vi) Client will not use the information provided in connection with the Alias/Address History Services for any purpose that would violate the Privacy Rule, 16 CFR Part 313, implemented pursuant to the GLBA, or any other provisions of the GLBA or other applicable law, rule, or regulation. For clarification, this Section 7(b) does not restrict Client’s right to use information in Screening Reports (other than Alias/Address History Services data) for determining an Applicant’s employment eligibility in accordance with this Agreement.

**(d) Drug and Health Services.** In the event Client wishes to obtain AccuSourceHR’s Drug and Health Services pursuant to this Agreement, the parties may be required to execute additional paperwork addressing relevant statutory and/or contractual obligations and restrictions.

**(e) Immunization Tracking Services.** In the event Client wishes to obtain AccuSourceHR’s Immunization Tracking Services pursuant to this Agreement, the parties may be required to execute additional paperwork addressing statutory and/or contractual obligations and restrictions.

**(f) Assessment Testing Services.** In the event Client wishes to obtain AccuSourceHR’s Assessment Testing Services pursuant to this Agreement, the parties may be required to execute additional paperwork addressing statutory and/or contractual obligations and restrictions.

**(g) Social Media Screening.** In the event Client wishes to obtain AccuSourceHR's Social Media Screening Services pursuant to this Agreement, the parties may be required to execute additional paperwork addressing statutory and/or contractual obligations and restrictions.

**(h) Professional Services.** Unless otherwise expressly stated in Attachment B, the Scope of Services and Fee Schedule correspond to AccuSourceHR's standard technology, product and service offerings, and exclude any customized technology development, training, reporting, product features and service levels. Should Client request (and AccuSourceHR agree to provide) such customization, the parties shall set forth the corresponding terms and fees in a mutually acceptable written statement of work, addendum or amendment.

**(i) Credit Services.** In the event Client wishes to obtain AccuSourceHR's Credit Services pursuant to this Agreement, the Client must agree to the terms under Attachment D, which is incorporated into and is part of this Agreement as applicable.

**(j) IdentitySource™ Identity Verification.** If Client obtains identity verification services through AccuSourceHR, Client, to the extent applicable, shall comply with any disclosure and authorization requirements if Client is not providing disclosure and obtaining authorization through AccuSourceHR's systems or its vendor's systems. If Client receives any biometric data in a consumer report or any other format from AccuSourceHR, Client shall comply with any applicable laws and regulations regarding the collection, disclosure, retention, and destruction of any biometric data, including, but not limited to, the biometric laws of the states of Illinois, Texas, and Washington.

8. **AFFILIATE ORDERING RIGHTS.** Upon AccuSourceHR receiving authorization from Client in a form reasonably acceptable to AccuSourceHR, AccuSourceHR will permit an Affiliate of Client to order AccuSourceHR's services under the same terms and conditions as this Agreement, provided that: (i) the Affiliate is neither an existing customer nor a competitor of AccuSourceHR, (ii) the Affiliate satisfies AccuSourceHR's standard account access credentialing requirements, and (iii) the Affiliate and/or Client, as applicable, execute a mutually acceptable "join-on" agreement, "letter of authorization", or equivalent, that binds the Affiliate to the terms of this Agreement, and includes a compliance certification from Affiliate reasonably acceptable to AccuSourceHR. For purposes of this provision, "Affiliate" means any entity controlling, controlled by or under common control with Client.

9. **PAYMENT TERMS; FEES.**

**(a) Creditworthiness; Right to Assurance.** Client agrees that AccuSourceHR may determine Client's creditworthiness through AccuSourceHR's review of available data and verification sources, and AccuSourceHR may establish Client's payment terms under this Agreement based on such review. Upon AccuSourceHR's request, Client shall provide to AccuSourceHR Client's relevant financial information that AccuSourceHR determines is reasonably necessary for establishing Client's payment terms. If, at any time, Client fails to comply with the payment terms of this Agreement, if Client experiences a material adverse change in its financial condition, if Client presents an undue risk of non-payment in AccuSourceHR's reasonable opinion, or if AccuSourceHR has a good faith reason to believe Client does not intend to, or is unable to perform its obligations in this Agreement, AccuSourceHR may at its option (and in addition to any other remedies available by Law or in this Agreement) exercise one or more of the following rights: (i) require a depositor other form of payment security from Client; (ii) adjust Client's payment terms; (iii) refuse to accept additional orders from Client; and/or (iv) require adequate written assurance of Client's intent and ability to perform its obligations.

**(b) Payment Terms; Billing Disputes.** AccuSourceHR shall invoice Client on a monthly basis, and Client shall pay all amounts due within thirty (30) days of receiving the invoice, subject to any payment term modifications made by AccuSourceHR pursuant to Sections 9(a) or 9(b) of this Agreement (in which case, AccuSourceHR will provide written notice to Client). Client shall promptly review each invoice and notify AccuSourceHR of any alleged errors or disputes on or before the due date of such invoice. Client waives the right to dispute any charges or other invoice details not disputed within such timeframe. If all undisputed amounts due are not received by AccuSourceHR by the due date, AccuSourceHR may, in addition to its rights in Section 9(a) and upon ten (10) days' advance written notice: (i) suspend Client's account until such time as all delinquent payments are received, and/or (ii) charge Client interest on the outstanding balance at a rate that is the lesser of: (a) 3.5% per month, or (b) the highest rate permitted by applicable Laws. Client shall reimburse AccuSourceHR for any attorneys' fees and reasonable costs incurred by AccuSourceHR in connection with efforts to collect amounts due from Client under this Agreement. Unless otherwise agreed by AccuSourceHR, Client agrees to have a credit card on file with AccuSourceHR during the Term and will provide AccuSourceHR with valid and updated credit card information. Client understands that by providing Client's credit card information and submitting it electronically to AccuSourceHR, Client is legally authorizing AccuSourceHR to debit the card for the orders placed and for non-payment per the payment terms.

**(c) Fees; Taxes; Fee Revisions.** Client shall pay for all services provided pursuant to this Agreement at the rates set forth

in Attachment B, the Scope of Services and Fee Schedule. Client acknowledges and agrees that such rates are based upon an anticipated annual screening volume of 300. AccuSourceHR's fees are exclusive of any sales taxes or value added taxes and other similar indirect taxes ("VAT") applicable to the services. If AccuSourceHR's services are or become subject to sales tax or VAT, then Client shall be responsible for such taxes and, where applicable, Client shall self-account for local VAT via a self-charging or reverse charge mechanism. If Client requests and AccuSourceHR provides additional services not initially set forth in the Fee Schedule, such added services will be hereby incorporated into this Agreement at AccuSourceHR's then-current rates unless otherwise mutually agreed in writing by the parties. Client shall pay all fees, applicable taxes and charges made by information sources or Suppliers for release of information and records used in compiling Screening Reports, including but not limited to fees and charges levied by federal, state, county, other governmental agencies, educational institutions, employer verification lines and licensing agencies ("Third-Party Fees"). Such Third-Party Fees, taxes and charges are subject to change without prior notice. AccuSourceHR may automatically increase pricing for services up to 3.5% each year without notice. Except for the foregoing annual price increases, AccuSourceHR may reasonably revise the pricing rates in this Agreement upon providing thirty (30) days' advance notice to Client and such changes will become effective without requiring formal amendment to this Agreement. Client shall pay an annual data and security fee and such fee is subject to change without prior notice. In addition, if at any time there are changes in Laws (including, without limitation, any ordinances or other regulatory, administrative or governmental acts or measures) that increase AccuSourceHR's cost of providing services under this Agreement or reasonably require additional related services to be provided by AccuSourceHR, or in AccuSourceHR's determination restrict its ability to reasonably continue to provide the services pursuant to the terms of this Agreement, AccuSourceHR may, upon providing written notice to Client, and in addition to its rights under Section 3(b) of this Agreement, add a reasonable surcharge or pricing modification to cover the added costs of providing the affected service(s). Client acknowledges that it will be responsible for charges resulting from its errors in inputting data, duplicate order entries, and order cancellations initiated after processing has commenced.

**(d) Payment by Applicant; Client Responsibility for Non-Payment.** At the direction of Client, when applicable, AccuSourceHR shall provide the ability for the Applicant to pay for his/her own Screening Report at the time the Applicant submits his/her Screening Report questionnaire. Such Applicant shall pay for Screening Reports using the Applicant's credit card. In the event that such credit card is payment denied, the Applicant disputes the payment with the Applicant's credit card issuer, or payment by the Applicant fails for any other reason, Client agrees that AccuSourceHR shall be entitled to request payment from Client through the invoicing process under Section 9(b).

#### 10. CONFIDENTIAL INFORMATION.

**(a) Confidential Information Defined.** Pursuant to this Agreement, each party ("Disclosing Party") may disclose or make available to the other party ("Receiving Party"), whether orally or in physical form, non-public confidential or proprietary information concerning the Disclosing Party and its business, products and/or services, including, without limitation, its software; systems and technology; product and service specifications, methodologies and strategies; financial condition/financial results; pricing; Screening Reports; invoices; and trade secrets and other intellectual property (collectively, "Confidential Information"). Confidential Information does not include information that: (i) was rightfully in the possession of the Receiving Party prior to disclosure by the Disclosing Party; (ii) was or is independently developed by the Receiving Party without use of the Confidential Information; (iii) is or becomes generally available to the public other than as a result of disclosure by the Receiving Party in violation of this Agreement; or (iv) becomes available to the Receiving Party on a non-confidential basis from a source other than the Disclosing Party and such source is not, to the best of the Receiving Party's knowledge, under any obligation to keep such information confidential.

**(b) Duty of Confidentiality.** The Receiving Party agrees, for the duration of this Agreement and for five (5) years following the termination of this Agreement, to: (i) to keep confidential and hold in strict confidence the Confidential Information; (ii) to take all commercially reasonable precautions to protect the confidentiality of the Confidential Information (which precautions shall be no less than those employed by the Receiving Party to preserve the confidentiality of its own confidential materials and information); (iii) that it will not, without the prior written consent of the Disclosing Party, or except in conjunction with a Required Disclosure, disclose any portion of the Confidential Information to any third-party; (iv) not to copy or reproduce the Confidential Information, except as reasonably required for the purposes contemplated in this Agreement (in which case Receiving Party shall ensure that any confidentiality or other proprietary rights notices on the Confidential Information are reproduced on all copies); (v) not to reverse engineer or disassemble any products, software, technology or tangible objects that utilize or contain such Confidential Information; and (vi) to return and/or destroy all Confidential Information of the Disclosing Party upon request.

**(c) Required Disclosures.** If the Receiving Party is requested in any judicial or administrative proceeding or by any governmental or regulatory authority (whether by depositions, interrogatories, requests for information or documents, subpoenas, civil investigative demands, or similar processes) or otherwise required by applicable Laws to disclose the Confidential Information (collectively, a "Required Disclosure"), the Receiving Party may make such disclosure, provided,

to the extent legally permissible, it gives prompt written notice to the Disclosing Party of such Required Disclosure so that Disclosing Party may seek an appropriate protective order. AccuSourceHR will not: (i) be restricted from disclosing to Applicants their Screening Reports and file information, (ii) be restricted from disclosing Confidential Information to the extent necessary to perform its obligations under this Agreement, or (iii) be required to destroy, erase or return any Screening Reports or related Applicant data in AccuSourceHR's files.

11. **LIMITATION OF LIABILITY.** To the fullest extent permitted by applicable Laws, each party's total liability to the other party pursuant to this Agreement ("Limitation of Liability") shall not exceed, in the aggregate, the fees paid by Client and collected by AccuSourceHR for the service to which a given claim relates pursuant to this Agreement. AccuSourceHR's liability shall be further limited to the extent that any Applicant conduct giving rise to the claim, and the damages sustained thereby, are reasonably of the same class as the Screening Report record(s) at issue (e.g., should AccuSourceHR fail to accurately report an Applicant's motor vehicle record containing a moving violation, and if the Applicant is subsequently terminated by Client for poor performance in a non-driving capacity, such performance would not be conduct of the same class as the moving violation). With respect to AccuSourceHR's liability relating to any Applicant claim alleging inaccurate or incomplete Screening Report information, Client shall, prior to having taken any action adverse to the Applicant based on the inaccurate or incomplete Screening Report information, have provided AccuSourceHR a reasonable opportunity to reinvestigate the disputed information in accordance with AccuSourceHR's FCRA-imposed reinvestigation obligations and deadlines, and Client shall indemnify AccuSourceHR for failure to do so. IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR ANY LOST REVENUE, LOST PROFITS, INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL OR PUNITIVE DAMAGES, REGARDLESS OF WHETHER SUCH LIABILITY IS BASED ON BREACH OF CONTRACT, TORT, STRICT LIABILITY, BREACH OF WARRANTY, OR OTHERWISE, AND EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE PARTIES ACKNOWLEDGE THAT THE FEES SET FORTH IN THIS AGREEMENT ARE BASED IN PART ON THE LIMITATIONS OF LIABILITY IN THIS SECTION 11. AccuSourceHR and Client shall each use good faith reasonable efforts to mitigate any potential damages or other adverse consequences arising from or related to this Agreement.

12. **INDEMNIFICATION.** To the fullest extent permitted by applicable Laws, Client shall indemnify, defend and hold harmless AccuSourceHR, its successors and assigns, officers, directors, employees, affiliates, representatives, agents, contractors, vendors, credit bureaus and Suppliers from and against any third-party claims, demands, suits, judgments, actual damages, costs, expenses, losses and liabilities, including, without limitation, reasonable attorneys' fees (collectively, "Claims") brought or suffered by any third-party arising or resulting from, or otherwise in connection with Screening Reports provided by AccuSourceHR, the content, compliance, method of delivery or effectiveness of any notices, pre-adverse or adverse action letters, any claims relating to the scope of any background check or the claim that services were not ordered as part of the scope of any background check, and any breach by Client of any of its representations, warranties, or agreements in this Agreement or its negligence or willful misconduct.

AccuSourceHR does not guarantee Client's compliance with all applicable laws in its use of reported information, and does not provide legal or other compliance related services upon which Client may rely in connection with its furnishing of reports. Client understands that any documents, information, conversations or communication with AccuSourceHR's representatives regarding searches, verifications or other services offered by AccuSourceHR are not to be considered a legal opinion regarding such use. Client agrees that (1) it will consult with its own legal or other counsel regarding the use of background screening information, including but not limited to, the legality of using or relying on reported information and to review any forms as well as the content of prescribed notices, adverse or pre-adverse action letters and any attachments to this Agreement for compliance with all applicable laws and regulations and (2) the provision of such notices, pre-adverse or adverse action letters and the contents thereof is the sole responsibility of Client, not AccuSourceHR. Client acknowledges and agrees that it has no obligation to use, and is solely responsible for independently vetting the contents of, any sample forms that AccuSourceHR has provided to Client in connection with this Agreement.

13. **TERM; TERMINATION; ACCOUNT DEACTIVATION.**

(a) **Term.** The term of this Agreement ("Term") commences on the Effective Date and, unless otherwise terminated pursuant to the terms of this Agreement, will continue in force for an initial period of three (3) years, and thereafter will automatically renew for successive periods of one (1) year unless either party provides to the other party at least ninety (90) days' written notice prior to the expiration of the current term. If services are provided following termination or expiration of this Agreement, all terms and conditions of this Agreement shall apply to such services.

(b) **Termination; Suspension.** Either party may terminate this Agreement for cause, in accordance with this Section 13(b).

A party may terminate this Agreement upon delivery of written notice to the other party if the non-terminating party: (i) defaults in the performance of its material obligations in this Agreement and fails to substantially cure such default within thirty (30) days after receipt of a written notice of breach, or (ii) becomes the subject of any proceeding commenced under the United States Bankruptcy Code, or executes an assignment for the benefit of creditors or files for relief under any applicable reorganization, moratorium or similar debtor relief Laws. Additionally, AccuSourceHR may suspend performance under this Agreement without penalty upon written notice to Client if: (i) Client's breach of this Agreement is reasonably determined by AccuSourceHR to be a violation of Law or to present a risk of non-compliance by AccuSourceHR with applicable legal or contractual obligations, (ii) required by a Supplier, (iii) Client fails to timely pay amounts due under this Agreement, or (iv) AccuSourceHR reasonably suspects or identifies any misuse of or unauthorized access to its system and/or the services or Client's account.

**(c) Access to Screening Reports.** Following the expiration or termination of this Agreement, AccuSourceHR will provide Client with a reasonable time frame to: (i) download for its records copies of its Applicant Screening Reports, and/or (ii) obtain from AccuSourceHR, at AccuSourceHR's then-current fee, copies of Client's Applicant Screening Reports. Thereafter, AccuSourceHR shall have no further duty to maintain copies of Applicant Screening Reports for access by Client.

**(d) Account Deactivation.** Client acknowledges that if Client is determined at any time not to meet AccuSourceHR's standard client credentialing requirements and as a result Client's account is not activated, or is subsequently deactivated, then any prior charges incurred related to Client's account, whether for account set-up registration or for pending or completed orders, shall be promptly paid to AccuSourceHR by Client. AccuSourceHR may suspend or deactivate Client's account(s) in the event Client does not place any orders under its account(s) for an extended period of time, as determined in accordance with AccuSourceHR's standard account policies.

**(e) Survival.** All provisions of this Agreement that by their nature are reasonably intended to have effect after termination or expiration of this Agreement (including, without limitation, compliance, audit rights, privacy, data protection, confidentiality, dispute resolution, indemnity and limitation of liability) shall survive such termination or expiration. Notwithstanding any termination, expiration or cancellation of this Agreement, Client shall remain responsible for all charges incurred by Client and for all of Client's compliance obligations pursuant to this Agreement.

14. **NOTICES.** Any notices regarding this Agreement: (i) must be in writing, (ii) must be delivered (a) in person, (b) by certified mail, return receipt requested, postage pre-paid, or (c) by a nationally recognized overnight delivery service; (iii) must be delivered to the applicable party at the address set forth below in this Section 14, or such other address as a party may designate by notice in accordance with this Section 14; and (iv) will be deemed given on the date of delivery. Where this Agreement requires AccuSourceHR to provide written notice to Client, AccuSourceHR may provide such notice via email to Client's primary contact in the AccuSourceHR system and by posting such changes on an AccuSourceHR website for changes relating to pricing, fees, and service descriptions and service availability.

Notices to AccuSourceHR:	Notices to Client*:
AccuSourceHR, Inc. 11811 N. Tatum Blvd. Suite 3031 Phoenix, AZ 85028 Attn: Legal Department Email: <a href="mailto:contracts@accusourcehr.com">contracts@accusourcehr.com</a>	Effingham County Board of Commissioners <hr/> 804 S. Laurel Street <hr/> N/A <hr/> Springfield, GA 31329 <hr/> Human Resources <hr/>

*\*If Client's contact information is not completed here, notices to Client will be provided to the address provided by Client to AccuSourceHR during the account set-up process.*

15. **LEGAL SUPPORT SERVICES.** Except in relation to AccuSourceHR's express indemnity obligations, if any, set forth in this Agreement, if AccuSourceHR (including any of its affiliates and subsidiaries) assists Client or is otherwise required

to participate in preparation for, defense of, or responding to any legal or regulatory proceedings involving or relating to Client, including, without limitation, subpoenas, depositions, hearings and trials (collectively, "Legal Support Services"), Client shall reimburse AccuSourceHR for all costs and expenses AccuSourceHR reasonably incurs in connection therewith, including, without limitation, reasonable attorneys' fees and disbursements. AccuSourceHR will use reasonable efforts to provide Client advance notice prior to AccuSourceHR participating in any Legal Support Services or otherwise incurring costs and expenses that are subject to reimbursement by Client pursuant to this Section 15. Except to the extent required by applicable Law, AccuSourceHR is under no obligation to provide Legal Support Services to Client and will evaluate such matters on a case by case basis.

16. **MISCELLANEOUS.**

(a) Entire Agreement; No Third-Party Beneficiaries. This Agreement (including, without limitation, Client's AccuSourceHR application paperwork and all attachments hereto, which are hereby incorporated by reference and included in the definition of "Agreement") sets forth the final and complete agreement between the parties with respect to the subject matter hereof, supersedes any prior or contemporaneous written or verbal discussions, and except as otherwise expressly set forth in this Agreement is not intended to confer any rights, remedies or claims to any third-party.

(b) Amendment. Except as otherwise set forth in this Agreement, this Agreement may be modified only by a writing executed by an authorized representative of both parties. This Agreement may not be modified by any purchase order or similar order forms received from Client, even if AccuSourceHR has accepted or acknowledged receipt of such forms.

(c) Waiver. The failure of a party to enforce its rights in this Agreement shall not be construed as a waiver of such rights.

(d) Severability. If any provision of this Agreement, in whole or in part, is determined to be illegal, unenforceable or invalid, such provision shall be deleted from this Agreement and shall not affect the legality, enforceability or validity of the remainder of this Agreement.

(e) Interpretation. This Agreement shall be considered drafted mutually by the parties.

(f) Assignment. Neither party shall assign this Agreement without the prior written consent of the other party; provided, however, that AccuSourceHR shall have the right to assign this Agreement in connection with a merger, acquisition, corporate reorganization, public stock offering, or sale of all or substantially all of its assets. The foregoing limitation on Client's ability to assign this Agreement is due, in part, to AccuSourceHR's regulatory obligations and related customer credentialing procedures and requirements. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of the parties' respective successors and permitted assigns, if any.

(g) Remedies Cumulative. Subject to the Limitation of Liability in Section 11, all remedies available to either party related to this Agreement are cumulative and may be exercised concurrently or separately, and the exercise of any one remedy shall not be deemed an election of such remedy to the exclusion of other remedies.

(h) Force Majeure. The obligations of either party to perform under this Agreement (other than payment obligations) shall be excused during a reasonable period of delay caused by matters beyond such party's reasonable control, including, without limitation: changes in Laws; closure or unavailability of universities, courthouse or other data sources; power or internet service failure; third-party system or service integration failure; war; and earthquake, fire, flood or other natural disaster.

(i) Governing Law; Venue; Dispute Resolution. This Agreement shall be governed by and construed in accordance with the laws of the State of Delaware, without regard to the principles of conflicts of laws. In the event of any dispute between the parties related to this Agreement, if the parties are unable to resolve the dispute after holding good faith and confidential discussions, then the dispute shall be submitted to, and determined exclusively by, binding arbitration conducted in Maricopa County, Arizona, pursuant to the rules and procedures of Judicial Arbitration and Mediation Services (JAMS). The parties agree that the arbitration proceedings, communications and any resulting decisions/awards shall be treated as confidential unless otherwise required by applicable Laws. Notwithstanding the foregoing, each party shall be entitled to seek immediate injunctive relief to protect its Confidential Information.

(j) Relationship of the Parties. The parties will perform their obligations in this Agreement as independent contractors. Nothing contained in this Agreement shall be deemed to create any association, partnership, joint venture, or relationship of principal and agent between the parties.

(k) Title. Client acknowledges that all title, ownership and intellectual property rights in the AccuSourceHR system,

products and services, including, without limitation, all work performed under any statement of work by AccuSourceHR in the performance of its services, and all documentation relating thereto, shall remain the property of AccuSourceHR and/or its licensors or Suppliers, as applicable. Client further acknowledges that AccuSourceHR is an aggregator of third-party data and information and that all content contained in Screening Reports is the property of the applicable content owner and may be protected by applicable contract, copyright and related Laws. Subject to applicable Laws and the terms of this Agreement, Client will retain the perpetual right to maintain its copies of Screening Reports.

**(l) Use of Client's Name, Logo, and Marks.** Client agrees that AccuSourceHR may use Client's logo, name, trademarks, and other marks for publicity and marketing purposes.

**(m) Counterparts; Validity of Facsimile and Scanned Signatures.** This Agreement may be executed by electronic or hard-copy signature and in any number of counterparts, each of which shall be deemed to be one and the same instrument. The exchange of executed copies of this Agreement by facsimile, scanner/email or other electronic transmission will constitute effective execution and delivery of this Agreement for all purposes. Signatures of the parties transmitted by such methods will be treated in all respects as having the same effect as an original signature.

**(n) Signature Authority.** Each party represents that this Agreement has been executed on its behalf by a representative authorized to bind such party with respect to the undertakings and obligations contained in this Agreement.

**AGREED:**

Client	AccuSourceHR, Inc.
Company Name*: <u>Effingham County Board of Commissioners</u>  Authorized Signature: <u>Tim Callanan</u>  Name: <u>Tim Callanan</u>  Title: <u>County Manager</u>  Date: <u>03 / 03 / 2026</u>	Authorized Signature: <u>Dan Filby</u>  Name: <u>Dan Filby</u>  Title: <u>Chief Executive Officer</u>  Date: <u>03 / 04 / 2026</u>

## Attachment A

### Client Compliance Certification with Information Access & Security Requirements

#### Information Access & Security Requirements

1. Client shall protect its AccuSourceHR Account User identification number(s) and password(s) (“Account User IDs”) so that only key Client personnel with an authorized need-to-know this sensitive information are given the ability to order and access Screening Reports. Client shall not post or otherwise publicly display its Account User IDs. If a person who knows the Account User IDs leaves Client’s company or no longer needs to have access due to a change in duties, Client shall immediately change such Account IDs.
2. Client shall place all terminal devices or systems used to obtain Screening Reports in a secure location within Client’s facility so that unauthorized persons cannot easily access them. After normal business hours or when left unattended, Client shall turn off and/or lock all such devices or systems used to order and/or access Screening Reports.
3. Client shall not discuss AccuSourceHR Account User identification number(s) and password(s) (“Account User IDs”) by telephone with any unknown caller, even if the caller claims to be an employee of AccuSourceHR.
4. Client shall secure hard copies and electronic files of Screening Reports within Client’s facility so that only authorized personnel can access them.
5. Client shall shred or otherwise permanently destroy all hard copy Screening Reports when no longer needed and when applicable Laws or regulation(s) permit destruction, to prevent the unauthorized access to and/or use of applicant/employee data and/or any other personally identifiable information of applicants/employees.
6. Client shall erase and overwrite or scramble electronic files containing Screening Reports and Applicant information when no longer needed and when applicable Laws or regulation(s) permit destruction, to prevent the unauthorized access to and/or use of applicant/employee data and/or any other personally identifiable information of applicants/employees.
7. Client shall make all appropriate Client personnel aware that Client and its authorized personnel are allowed to order and use Screening Reports only for the permissible purpose(s) set forth in the Agreement, and that Client personnel shall not order or access their own reports nor order or access the report of a family member or friend unless it is approved for the permissible purposes authorized in, and conducted in accordance with this Agreement.

**Attachment B  
Scope of Services and Fee Schedule**

<b>Company Name:</b>	Effingham County Board of Commissioners	<b>Date:</b>	10 / 17 / 2025
<b>Sales Rep:</b>	Sarah Ensich	<b>Email:</b>	sensich@accusourcehr.com
<b>Contact Phone:</b>	(888) 649-6272	<b>Annual Volume:</b>	300

Packaged Services	Price
<b>Standard Without Drug</b> Social Security Trace (SST) County Criminal Direct Search – 7-year search, all true names and counties based on the Social Security Trace (SST) Federal Criminal District Search – 7-year search, all true names and districts based on the Social Security Trace (SST) Integrated National Criminal Database - All true names based on Social Security Trace (SST) Includes: <ul style="list-style-type: none"> <li>• National Wants and Warrants</li> <li>• Multi-State/National Database Criminal Search</li> <li>• Nationwide Sex Offender Search</li> <li>• OFAC and additional government databases</li> </ul> Nationwide Sex Offender Registry Motor Vehicle Records - One state driver license search of the current state of licensure	<b>\$52.50</b>
<b>Standard With Drug</b> Social Security Trace (SST) County Criminal Direct Search – 7-year search, all true names and counties based on the Social Security Trace (SST) Federal Criminal District Search – 7-year search, all true names and districts based on the Social Security Trace (SST) Integrated National Criminal Database - All true names based on Social Security Trace (SST) Includes: <ul style="list-style-type: none"> <li>• National Wants and Warrants</li> <li>• Multi-State/National Database Criminal Search</li> <li>• Nationwide Sex Offender Search</li> <li>• OFAC and additional government databases</li> </ul> Nationwide Sex Offender Registry Motor Vehicle Records - One state driver license search of the current state of licensure Oral Proctoring On Demand - Oral Fluid 10 Panel	<b>\$91.17</b>

Product	Turn-Around Time (Averages but vary based on service, location, court delays/closures, etc.)	Price
<b>Court Record Searches</b>		
<b>County Criminal Direct Search</b> <i>Service:</i> A search for criminal convictions at the appropriate county courts. Records are available in each county throughout the United States.	Same day – 3 business days	<b>\$7.35</b>

<b>Federal Criminal Primary Records Search</b> <i>Service:</i> A search for criminal convictions at the appropriate federal district court. Records are available in all federal district throughout the United States.	Same day – 3 business days	\$6.83
<b>Database Record Searches</b>		
<b>Nationwide Sex Offender Registry</b> <i>Service:</i> A nationwide search of sex offender records	A few Hours - Same Day (No hits)	\$4.20
<b>Integrated National Criminal Database</b> <i>Service:</i> Search of National Wants and Warrants, Multi-State/National Database Criminal Search, Nationwide Sex Offender Search, OFAC and additional government databases	Instant	\$5.25
<b>MVR Services</b>		
<b>Motor Vehicle Record (Per State)</b> <i>Service:</i> A search of the state Bureau of Motor Vehicle records for driver information.	Most states instant	\$4.20
<b>Additional Services</b>		
<b>Social Security Number Trace (SST)</b> <i>Service:</i> A search of credit headers and other database sources to provide history of the applicant's names and addresses as they originate from credit headers. SST is recommended as the search criterion identifier for criminal history searches.	A few Hours – Same Day	\$3.15
<b>Credit History - Employment</b> <i>Service:</i> A search for credit bureau records to obtain a profile of the applicant's financial seven-year history. Records may detail overdue or slow accounts, charge offs, collections, suits, tax liens, public records, judgements and bankruptcies. (this search should be reserved for positions with access to cash or other negotiable instruments or requiring financial or executive decision-making due to restrictions in several jurisdictions limiting use in employment)	A few Hours – Same Day	\$15.36
<b>Drug Screening Services</b>		
<b>Oral Proctoring on Demand - Oral Fluid 10 Panel</b> <i>Service:</i> Virtual Oral Collection on Demand. This service includes a 10-panel oral drug test that screens for Amphetamines, Methamphetamines, Barbiturates, Benzodiazepines, Cocaine, THC, Opiates, Methadone, Phencyclidine and Propoxyphene. Each test kit comes with one instant lab-based device and shipping supplies for a confirmation test if needed. Please note that the pricing does not cover shipping the individual kit to the applicant's or corporate address.	15 Minutes - Confirmation needed: 3 Business Days	\$38.67
<b>Miscellaneous</b>		
<b>Database verification fee, if applicable</b> Verification of hits on criminal database at the appropriate jurisdiction. Does not include applicable court access fees. Per FCRA compliance, all hits on National Criminal Database MUST be verified at the actual court of jurisdiction.	N/A	\$7.35

<b>Additional Research Fee</b> Additional fee for direct applicant contact or extended research beyond the standard product scope. Rate is applied per file (not individual component.)	N/A	\$7.50
<b>Random Consortium Pool for DOT Program Management (Annual Fee for over 50 pool participants)</b> Service: All costs associated with drugs and alcohol are separate (Client drug panel and BAT tests). Random Drug Testing Management Services include: Employee roster management, MIS reporting, Compliance reports, Statistical testing	N/A	\$350.00
<b>Paycor Integration Fee (one-time)</b>	N/A	\$500.00
<b>Account Set-up Fee (one-time)</b> If requesting initial set-up of Drug Screening services, please allow 7-10 business days for laboratory account set-up.	N/A	\$99.00

**International Criminal Services are available with individual country/territory pricing provided upon request.**

*Prices do not include court fees, third party verification charge which may apply when an employer or educational institution has outsourced management of their records or MVR state fees. All alias and or all address searches include all jurisdictions and true alias names identified on the Social Security Trace unless otherwise defined. Due to the name-based filing system used by the courts, all court research is conducted on a per-name basis. There is an additional charge for searching AKA's or alias names unless bundled in a package to include all true alias names. There is a \$1.00 fee for a canceled file. If any service is processed prior to cancellation, the service is charged to the file. Due to market volatility, International rates are subject to change. Drug testing and/or medical services pricing includes collection and/or medical services at an in-network facility or collection site and confirmation by the MRO if necessary. An additional out of network collection and service at an out of network fee may apply and are subject to change without notice. "Hits" from criminal database searches must be verified at the court of jurisdiction to meet FCRA requirements, additional charges will apply.*

**Notes:**

\* All court and data base searches are priced per name. Any additional name will be the same price as the searches requested.

*Pricing subject to change with 30-day written notice.*

## COUNTY CRIMINAL COURT ACCESS FEES

Subject to change without notice

State	County	Fee
<b>Alabama</b>	All Counties	<b>\$5.15</b>
<b>Arkansas</b>	Carroll & Howard	<b>\$4.50</b>
	Pope & Yell	<b>\$6.50</b>
	Mississippi	<b>\$7.50</b>
	Calhoun, Chicot, Cleburne, Conway, Desha, Franklin, Greene, Hempstead, Jefferson, Johnson, Lawrence, Miller, Ouachita, Perry, Phillips, Saint Francis & Washington	<b>\$8.50</b>
	Bradley, Izard, Nevada, Randolph & Sharp	<b>\$9.50</b>
	Cross, Grant & Lafayette	<b>\$13.50</b>
	Clay	<b>\$15.50</b>
	Lee	<b>\$23.50</b>
	<b>California</b>	Los Angeles
Alpine, Inyo, Mono, Sierra & Trinity		<b>\$18.50</b>
Colusa		<b>\$5.05</b>
Imperial		<b>\$6.73</b>
Kings		<b>\$6.45</b>
Mariposa		<b>\$8.00</b>
Mendocino		<b>\$5.50</b>
Modoc		<b>\$4.50</b>
Plumas		<b>\$5.00</b>
Sacramento		<b>\$9.30</b>
Siskiyou	<b>\$6.18</b>	
<b>Colorado</b>	All Counties	<b>\$5.95</b>
	Denver	<b>\$8.85</b>
<b>Florida</b>	Suwannee & Taylor	<b>\$17.50</b>
<b>Idaho</b>	All Counties	<b>\$5.50</b>
<b>Louisiana</b>	Evangeline	<b>\$8.50</b>
	Tensas	<b>23.5</b>
<b>Maine</b>	All Counties	<b>\$34.50</b>
<b>Michigan</b>	Chippewa, Crawford, Emmet, Kalkaska, Midland, Missaukee, Montmorency, Otstego, Presque Isle & Roscommon	<b>\$8.50</b>
	Barry, Berrien, CHarlevoix, Huron, Lenawee, Mackinac, Mecosta, Oceana, Ogemaw, Osceola & Tuscola	<b>\$13.50</b>
	Ionia	<b>\$15.50</b>
	Baraga & Menominee	<b>\$18.50</b>
	Clare	<b>\$19.50</b>

State	County	Fee
<b>Michigan</b>	Montcalm	<b>\$20.50</b>
	Gladwin	<b>\$22.50</b>
	Alcona, Alger, Arenac, Branch, Dickinson, Iosco, Keweenaw, Marquette, Oscoda, Sanilac & Schoolcraft	<b>\$23.50</b>
	Ontonagon	<b>\$33.50</b>
	Delta & Iron	<b>\$43.50</b>
	<b>Mississippi</b>	Jackson
Tippah		<b>\$6.00</b>
Holmes		<b>\$6.30</b>
Pearl River & Warren		<b>\$8.50</b>
Madison		<b>\$9.50</b>
Benton, Coahoma, Greene, Hancock & Stone		<b>\$13.50</b>
George		<b>\$16.00</b>
Perry		<b>\$18.50</b>
<b>Missouri</b>	All Counties	<b>\$4.00</b>
<b>Montana</b>	Lake & Cascade	<b>\$13.50</b>
	Lincoln & Phillips	<b>\$17.50</b>
	Fergus	<b>\$18.50</b>
	Teton	<b>\$21.00</b>
	Deer Lodge & Prairie	<b>\$22.50</b>
	Granite	<b>\$24.50</b>
	Beaverhead, Carbon, Missoula, Pondera, Ravalli, Rosebud & Silver Bow	<b>\$27.50</b>
	Blaie, Broadwater, Carter, Chouteau, Daniels, Dawson, Glacier, Judith Basin, Lewis and Clark, Liberty, Madison, Meagher, Petroleum, Roosevelt, Sheridan, Stillwater, Sweet Grass, Valley, Wheatland & Wibaux	<b>\$31.50</b>
	Toole	<b>\$32.50</b>
	Jefferson	<b>\$37.50</b>
	Big Horn, Custer, Fallon, Flathead, Gallatin, Garfield, Golden Valley, Hill, McCone, Mineral, Musselshell, Park, Powder River, Powell, Richland, Sanders & Treasure	<b>\$42.50</b>
<b>Nebraska</b>	All Counties	<b>\$4.00</b>

## COUNTY CRIMINAL COURT ACCESS FEES

Subject to change without notice

State	County	Fee
<b>Nevada</b>	Carson City, Churchill, Douglas, Elko, Eureka, Lander, Lincoln, Lyon, Mineral, Nye, Pershing, Storey & White Pine	<b>\$7.00</b>
	Washoe	<b>\$10.50</b>
<b>New Hampshire</b>	Belknap, Carroll, Cheshire, Coos, Grafton, Merrimack, Rockingham, Strafford & Sullivan	<b>\$16.50</b>
	Hillsborough	<b>\$29.50</b>
<b>New Jersey</b>	All Counties	<b>\$8.50</b>
<b>New York</b>	Franklin & Schuyler	<b>\$13.50</b>
	Saint Lawrence & Wyoming	<b>\$18.50</b>
	Madison	<b>\$28.50</b>
	Cortland, Hamilton, Oswego, Rensselaer, Steuben, Tioga & Tompkins	<b>\$23.50</b>
	Allegheny, Bronx, Cayuga, Chemung, Erie, Fulton, Kings, Montgomery, Nassau, New York, Orleans, Queens & Richmond	<b>\$98.00</b>
<b>North Carolina</b>	All Counties	<b>\$5.10</b>
<b>South Dakota</b>	All Counties	<b>\$23.50</b>
<b>Tennessee</b>	Marion	<b>\$6.50</b>
	Benton & Bledsoe	<b>\$8.50</b>
	Humphreys	<b>\$10.50</b>
	Houston & Johnson	<b>\$13.50</b>
	Knox	<b>\$18.50</b>
<b>Texas</b>	Refugio	<b>\$13.50</b>
	Parmer	<b>\$8.50</b>
<b>Utah</b>	All Counties	<b>\$3.95</b>
<b>Washington</b>	All Counties	<b>\$8.50</b>
<b>Wyoming</b>	All Counties	<b>\$23.50</b>
<b>Federals</b>	All Districts	<b>\$1.50</b>

AccuSourceHR™\_SD\_County Criminal Access Fees\_11.03.2025

## MOTOR VEHICLE RECORDS ACCESS FEES

Subject to change without notice

State	Fee
Alabama	\$15.00
Alaska	\$15.00
Arizona	\$13.00
Arkansas	\$19.20
California	\$7.00
Colorado	\$13.00
Connecticut	\$23.00
Delaware	\$30.00
Dist. Of Columbia	\$18.00
Florida	\$15.02
Georgia	\$13.00
Hawaii	\$28.00
Idaho	\$15.00
Illinois	\$25.00
Indiana	\$15.00
Iowa	\$15.30
Kansas	\$21.70
Kentucky	\$11.00
Louisiana	\$23.00
Maine	\$12.00
Maryland	\$20.00
Massachusetts	\$13.00
Michigan	\$20.00
Minnesota	\$10.00
Mississippi	\$19.00
Missouri	\$10.80
Montana	\$12.87
Nebraska	\$20.00
Nevada	\$12.00
New Hampshire	\$22.00
New Jersey	\$17.00
New Mexico	\$11.50
New York	\$12.00
North Carolina	\$15.75
North Dakota	\$8.00
Ohio	\$10.00
Oklahoma	\$32.50

State	Fee
Oregon	\$19.29
Pennsylvania	\$22.00
Rhode Island	\$26.00
South Carolina	\$16.25
South Dakota	\$12.00
Tennessee	\$12.50
Texas	\$12.50
Utah	\$16.00
Vermont	\$26.00
Virginia	\$13.00
Washington	\$20.00
West Virginia	\$17.50
Wisconsin	\$12.00
Wyoming	\$15.00
American Samoa	\$114.00
Guam	\$13.64
Northern Mariana Islands	\$114.00
Puerto Rico	\$23.50
Virgin Islands, U.S.	\$15.50

AccuSourceHR™\_SD\_MVR Access Fees\_08.08.2025

## Attachment C Client Compliance Certification

### FCRA Client Compliance Certification

Client certifies to AccuSourceHR as follows with respect to each FCRA-regulated Screening Report Client orders and/or receives:

1. Permissible Purpose. Client shall procure and use Screening Reports only for the legally permissible employment purposes set forth in this Agreement.
2. Applicant Disclosure and Consent. Client certifies that prior to its procurement of a Screening Report for employment purposes: (i) Client has made a clear and conspicuous disclosure in writing to the consumer, in a document that consists solely of the disclosure, that a consumer report may be obtained for employment purposes; and (ii) the consumer has authorized in writing the procurement of the Screening Report by Client. Client understands that AccuSourceHR will not initiate a report for employment purposes in the absence of a written authorization. Client certifies that each time it orders a report, it is reaffirming the above certification.
3. Pre-Adverse Action Disclosures. In using a Screening Report for employment purposes, before taking any adverse employment action based in whole or in part on the information in the Screening Report provided by AccuSourceHR, Client shall provide to the consumer to whom the Screening Report relates: (i) a copy of the Screening Report; and (ii) a description in writing of the rights of the consumer under the FCRA, as prescribed under FCRA §609 (“A Summary of Consumer Rights Under the Fair Credit Reporting Act”, a copy of which is currently available at: <https://accusourcehr.com/resources/client-education/>) and any other notices required by applicable Laws.
4. Adverse Action Disclosures. After providing the consumer with the pre-adverse action disclosure described in paragraph 3 above (to the extent applicable), and after the appropriate waiting period, Client will, if intending to take adverse action with respect to the consumer based in whole or in part on information contained in the Screening Report, send the consumer a follow-up notification that the Client is taking adverse action (e.g., denying employment or promotion) based in whole or in part on the information contained in the Screening Report. Such notification will meet all applicable requirements set forth in FCRA §615 and any other notices required by applicable Laws.
5. Equal Employment Opportunity Law Compliance. The information from the Screening Report will not be used in violation of any applicable federal or state equal employment opportunity law or regulation.
6. Client hereby acknowledges that it has received a copy of the Summary of Rights (16 C.F.R. Part 601) and Notice of Users of Consumer Reports (16 C.F.R. Part 601).

### California Client Compliance Certification

7. California Screening Reports. Client certifies that, under the Investigative Consumer Reporting Agencies Act (“ICRAA”), California Civil Code Sections 1786 et seq., and the Consumer Credit Reporting Agencies Act (“CCRAA”), California Civil Code Sections 1785.1 et seq., if the Client is located in the State of California, and/or the Client’s request for and/or use of Screening Reports pertains to a California resident or worker, End User will do the following:
  - i) Request and use Screening Reports solely for permissible purpose(s) identified under California Civil Code Sections 1785.11 and 1786.12.
  - ii) When, at any time, Screening Reports are sought for employment purposes other than suspicion of wrongdoing or misconduct by the consumer who is the subject of the investigation, provide a clear and conspicuous disclosure in writing to the consumer, which solely discloses: (1) that an investigative Screening Report may be obtained; (2) the permissible purpose of the investigative Screening Report; (3) that information on the consumer’s character, general reputation, personal characteristics and mode of living may be disclosed; (4) the name, address, telephone number, and website of AccuSourceHR; and (5) the nature and scope of the investigation requested, including a summary of the provisions of California Civil Code Section 1786.22.
  - iii) When, at any time, Screening Reports are sought for employment purposes other than suspicion of wrongdoing or misconduct by the consumer who is the subject of the investigation, only request a Screening Report if the applicable consumer has authorized in writing the procurement of the Screening Report.
  - iv) When Screening Reports are sought in connection with the hiring of a dwelling unit, notify the consumer in writing that a Screening Report will be made regarding the consumer’s character, general reputation, personal characteristics. The notification shall include the name and address of Client as well as a summary of the provisions of California Civil Code Section 1786.22, no later than three days after the date on which the Screening Report was first requested.

- v) When Screening Reports are sought in connection with the underwriting of insurance, clearly and accurately disclose in writing at the time the application form, medical form, binder, or similar document is signed by the consumer that a Screening Report regarding the consumer's character, general reputation, personal characteristics, and mode of living may be made, or, if no signed application form, medical form, binder, or similar document is involved in the underwriting transaction, the disclosure shall be made to the consumer in writing and mailed or otherwise delivered to the consumer not later than three days after the report was first requested. The disclosure shall include the name and address of Client, the nature and scope of the investigation requested, and a summary of the provisions of California Civil Code Section 1786.22.
  - vi) Provide the consumer a means by which he/she may indicate on a written form, by means of a box to check, that the consumer wishes to receive a copy of any Screening Reports that are prepared.
  - vii) If the consumer wishes to receive a copy of the Screening Reports, the Client shall send (or contract with another entity to send) a copy of the Screening Report to the consumer within three business days of the date that the Screening Report is provided to Client. The copy of the Screening Report shall contain the name, address, and telephone number of the person at Client who issued the report and how to contact him/her.
  - viii) Under all applicable circumstances, comply with California Civil Code Sections 1785.20 and 1786.40 if the taking of adverse action is a consideration, which shall include, but may not be limited to, advising the consumer against whom an adverse action has been taken that the adverse action was based in whole or in part upon information contained in the Screening Report, informing the consumer in writing of Client's name, address, and telephone number, and provide the consumer of a written notice of his/her rights under the ICRAA and the CCRAA.
  - ix) Comply with all other requirements under applicable California law, including, but, not limited to any statutes, regulations and rules governing the procurement, use and/or disclosure of any Screening Reports, including, but not limited to, the ICRAA and CCRAA.
8. Investigative Consumer Reports. For each Investigative Consumer Report, as defined by the FCRA (e.g., professional reference check), that Client procures from AccuSourceHR, Client has complied with its obligations under FCRA §606(a) and (b), including, without limitation, the following:
- I. clearly and accurately disclosing to the Applicant that an Investigative Consumer Report including information as to the Applicant's character, general reputation, personal characteristics, and mode of living, whichever are applicable, may be made, and such disclosure:
    - 1. is made in writing mailed, or otherwise delivered, to the Applicant not later than three days after the date on which the report was first requested; and
    - 2. includes a statement informing the Applicant of his right to request the additional disclosures provided for under FCRA §606(b) as set forth in 8(ii) below, and a written Summary of Consumer Rights; and upon written request made by the Applicant within a reasonable period of time after the Applicant's receipt of the required disclosure referenced in paragraph 8(i) above, Client will make a complete and accurate disclosure of the nature and scope of the investigation requested. The disclosure will be made in a writing mailed, or otherwise delivered, to the Applicant not later than five days after the date on which the request for such disclosure was received from the Applicant or such report was first requested, whichever is the later

## Attachment D Addendum for Credit Services

### Reports Obtained for Employment Purposes:

Client (the "End User") certifies to AccuSourceHR ("Reseller") as follows with respect to each credit report End User orders and/or receives through TransUnion, LLC for employment purposes:

1. End User is a County Government and has a need for consumer credit information in connection with the evaluation of individuals for employment, promotion, reassignment or retention as an employee ("Consumer Report for Employment Purposes").
2. End User shall request Consumer Report for Employment Purposes pursuant to procedures prescribed by Reseller from time to time only when it is considering the individual inquired upon for employment, promotion, reassignment or retention as an employee, and for no other purpose. End User shall comply with any federal and state laws which may restrict or ban the use of Consumer Report for Employment Purposes.
3. End User certifies that it will not request a Consumer Report for Employment Purposes unless:
  - a. A clear and conspicuous disclosure is first made in writing to the consumer by End User before the report is obtained, in a document that consists solely of the disclosure that a consumer report may be obtained for employment purposes;
  - b. The consumer has authorized in writing the procurement of the report; and
  - c. Information from the Consumer Report for Employment Purposes will not be used in violation of any applicable federal or state equal employment opportunity law or regulation.
4. End User further certifies that before taking adverse action in whole or in part based on the Consumer Report for Employment Purposes, it will provide the consumer with:
  - a. A copy of the Consumer Report for Employment Purposes; and
  - b. A copy of the consumer's rights, in the format approved by the Consumer Financial Protection Bureau.
5. End User shall use the Consumer Report for Employment Purposes only for an exclusive, one-time use, and shall hold the report in strict confidence, and not disclose it to any third parties that are not involved in the employment decision.
6. End User will maintain copies of all written authorizations for a minimum of five (5) years from the date of inquiry.
7. With just cause, such as violation of the terms of End User's contract or a legal requirement, or a material change in existing legal requirements that adversely affects End User's Agreement, Reseller may, upon its election, discontinue serving the End User and cancel the agreement immediately.

### Reports Obtained for Non-Employment Purposes

Client (the "End User") certifies to AccuSourceHR ("Reseller") as follows with respect to each credit report End User orders and/or receives through TransUnion, LLC for non-employment purposes:

1. End User is a County Government and has a permissible purpose for obtaining consumer reports in accordance with the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.) including, without limitation, all amendments thereto ("FCRA"). The End User certifies its permissible purpose as:
  - In connection with a credit transaction involving the consumer on whom the information is to be furnished and involving the extension of credit to, or review or collection of an account of the consumer; or
  - In connection with the underwriting of insurance involving the consumer or review of existing policy holders for insurance underwriting purposes, or in connection with an insurance claim where written permission of the consumer has been obtained; or
  - In accordance with the written instructions of the consumer who is the subject of the Consumer Report. End User certifies that each such written authorization will expressly authorize End User to obtain the Consumer Report. Nothing in this certification, or elsewhere in this Agreement, is intended to allow End User to purchase the Consumer Report for the purpose of selling or giving the report, or information contained in or derived from it, to the subject of the report, unless required by law, or to any other third party, and End User expressly agrees to refrain from such conduct; or

NOTE: Verbal authorization of the consumers are permitted as long as such comply with the requirements of the Electronic Signatures in Global and National Commerce Act (E-Sign Act)

- In connection with End User's legitimate business need for information in connection with a business transaction that is initiated by the consumer, including, but not limited to, tenant screening; or
- As a potential investor, servicer or current insurer, in connection with a valuation of, or assessment of, the credit or prepayment risks associated with an existing credit obligation; or
- In connection with End User's legitimate business need for the information to review an account to determine whether the consumer continues to meet the terms of the account; or
- Available for use by Government Agencies only: In connection with a determination of the consumer's eligibility for a license or other benefit granted by a governmental instrumentality required by law to consider an applicant's financial responsibility or status.

2. End User certifies that End User shall use the Consumer Reports: (a) solely for the permissible purpose(s) certified by End User and for no other purpose; and (b) solely for End User's exclusive one-time use. End User shall not request, obtain or use Consumer Reports for any other purpose, including, but not limited to, for the purpose of selling, leasing, renting or otherwise providing information obtained under this Agreement to any other party, whether alone, in conjunction with End User's own data, or otherwise in any service which is derived from the consumer reports. The Consumer Reports shall be requested by, and disclosed by End User only to End User's designated and authorized employees having a need to know and only to the extent necessary to enable End User to use the Consumer Reports in accordance with this Agreement. End User shall ensure that such designated and authorized employees shall not attempt to obtain any Consumer Reports on themselves, associates, or any other person except in the exercise of their official duties.

3. End User agrees to retain copies of all written authorizations for a minimum of five (5) years from the date of inquiry, and make such written authorizations available to Reseller upon request.

4. THE FCRA PROVIDES THAT ANY PERSON WHO KNOWINGLY AND WILLFULLY OBTAINS INFORMATION ON A CONSUMER FROM A CONSUMER REPORTING AGENCY UNDER FALSE PRETENSES SHALL BE FINED UNDER TITLE 18 OF THE UNITED STATES CODE OR IMPRISONED NOT MORE THAN TWO YEARS, OR BOTH.

5. End User shall use each Consumer Report only for a one-time use and shall hold the report in strict confidence, and not disclose it to any third parties; provided, however, that End User may, but is not required to, disclose the report to the subject of the report only in connection with an adverse action based on the report, or as otherwise clearly required by law. Moreover, unless otherwise explicitly authorized in an agreement between Reseller and its End User for scores obtained from TransUnion, or as explicitly otherwise authorized in advance and in writing by TransUnion through Reseller, End User shall not disclose to consumers or any third party, any or all such scores provided under such agreement, unless clearly required by law.

6. With just cause, such as violation of the terms of the End User's contract or a legal requirement, or a material change in existing legal requirements that adversely affects the End User's agreement, Reseller may, upon its election, discontinue serving the End User and cancel the agreement immediately.

## Attachment E Service Descriptions

### Criminal Court Searches

#### **County Criminal Records Search**

AccuSourceHR conducts a search of officially recognized county seat court index. In some counties, low level misdemeanors adjudicated in non-consolidated courts may not appear in the county seat index. Unless otherwise defined in the Agreement or in Attachment B Scope of Services and Fee Schedule, AccuSourceHR's default search scope will apply, which is seven (7) years forward from file date.

#### **Federal Criminal Records Search**

AccuSourceHR conducts a search of the official U.S. Public Access to Court Electronic Records (PACER) case locator system for federal district and appellate criminal cases. Client acknowledges and agrees that Federal Criminal Search is not a national search of county or statewide court repositories and will not include this information. Unless otherwise defined in the Agreement or in Attachment B Scope of Services and Fee Schedule, AccuSourceHR's default search scope will apply, which is seven (7) years forward from file date.

#### **Statewide Criminal Search**

AccuSourceHR conducts a search of officially recognized statewide criminal court system. Client acknowledges and agrees that not all states maintain a current, accurate and commercially accessible criminal record repository and that AccuSourceHR will only offer statewide criminal research in states that AccuSourceHR has determined to be complete, accurate, up to date according to FCRA criteria. Unless otherwise defined in the Agreement or in Attachment B Scope of Services and Fee Schedule, AccuSourceHR's default search scope will apply, which is seven (7) years forward from file date.

### Database Searches

#### **Global Homeland Security Search**

AccuSourceHR conducts a search of a database compiled from lists provided by U.S. and various international governmental agencies of individuals who may be involved in terrorist activities, money laundering, illegal imports, fraud against government agencies, violations of federal banking regulations, and fugitives from justice. Client acknowledges and agrees that AccuSourceHR will use results of the search to identify potential records that will then be further researched to confirm identity match and reportability. Unless otherwise defined in the Agreement or in Attachment B Scope of Services and Fee Schedule, AccuSourceHR's default search scope will apply, which is seven (7) years forward from file date.

#### **Integrated National Criminal Database Search:**

AccuSourceHR conducts a search of private database containing hundreds of thousands of criminally related records including county level criminal records, Department of Corrections records (prison incarceration and release data), wants and warrants data, and limited police records. Client acknowledges and agrees that AccuSourceHR will use results of search to identify potential criminal cases that will then be further researched using a County Criminal or Statewide Criminal Search to confirm identity match and legal reportability, and will not report results of Integrated National Criminal Search directly to Client. Client acknowledges and agrees that Integrated National Criminal Database does not include all records from all counties and a finding of "no record" does not guarantee consumer has no criminal record. Unless otherwise defined in the Agreement or in Attachment B Scope of Services and Fee Schedule, AccuSourceHR's default search scope will apply, which is seven (7) years forward from file date.

#### **Sexual Offender Search**

AccuSourceHR conducts search of the National Sex Offender Registry, including sexual offender information from all fifty states, the District of Columbia, and all applicable U.S. territories.

#### **Global Watchlist**

AccuSourceHR conducts a search of a private database containing records from multiple government sanctions, investigative, and debarment databases worldwide, including e US and international terrorist watch lists, lists of excluded parties, Office of Foreign Assets Control (OFAC), Office of Inspector General/List of Excluded Individuals/Entities (OIG/LEIE/SAM), FDA Debarment, Most Wanted Fugitives and more than 100 additional public data sources. Client acknowledges and agrees that AccuSourceHR will further research potential governmental actions directly with the reporting state or agency to confirm the records are current and active before reporting.

### **DOT PSP Report**

Pre-employment Screening Program Report provides access to the commercial driver's five-year crash and three-year inspection history from the FMCSA Motor Carrier Management Information System (MCMIS). Additional documents may be required to set up account.

### **DOT Drug and Alcohol History Verification**

AccuSourceHR verifies DOT regulated drug and alcohol testing according to FMCSA regulations through past/present employers, including past drug and alcohol test results, refusals to be tested, and documentation, if available, of completion of the return-to-duty process following violations.

### **DOT Safety Verification**

AccuSourceHR verifies DOT regulated driver safety records through past/present employers, including accident history.

### **MVRSource™ Continuous Motor Vehicle Record Monitoring**

Continuous monitoring of status changes in a subject's official driving record in all 50 states and Washington D.C., except for New Hampshire. Results are delivered in a report identifying information such as non-valid licenses (expired, suspended, revoked), accidents, and moving violations.

### **Additional Services**

Social Security Locator (SSL)

AccuSourceHR utilizes a private database to develop alias (aka) information as well as residential address history. Search is also used to provide possible date of birth, year and state of SSN number issuance. AccuSourceHR utilizes this information for further research.

### **Consent Based Social Security Number Verification (CBSV)**

The Consent Based Social Security Number Verification is used to confirm an individual's name, date of birth, and Social Security Number match in the Social Security Administration's records. The search is administered by the SSA and requires an additional form (Form SSA-89) from the consumer.

### **Credit History**

AccuSourceHR provides a credit report sourced from TransUnion. Report includes credit summary showing legally reportable public records, collection or charge off actions, total accounts, total accounts currently or historically placed in a negative status, and payment history. The credit report does not contain a FICO score.

### **Social Media Screening**

Social Media Reports combine technology and human expert analysis to provide bias-free and legally compliant reports summarizing problematic online behavior such as racism or intolerance, potentially illegal activity, potentially violent conduct, and sexually explicit material.

## **Civil Litigation History**

### **County Civil Search**

AccuSourceHR conducts a search of officially recognized county seat court index for the upper level court only. Client acknowledges and agrees that Client will not request, nor will AccuSourceHR provide, Civil Court Records from any lower court, including lower level courts in the jurisdiction and/or small claims courts. AccuSourceHR reports cases filed within the past seven (7) years where consumer is identified as plaintiff, defendant, petitioner, or respondent. AccuSourceHR does not report family law cases, estate matters, bankruptcy, and cases regarding auto accidents.

### **Federal District Civil Search**

AccuSourceHR conducts a search of the official U.S. Public Access to Court Electronic Records (PACER) case locator system for federal district and appellate civil cases. AccuSourceHR reports cases filed within the past seven (7) years where consumer is identified as plaintiff, defendant, petitioner, or respondent. AccuSourceHR does not report family law cases, estate matters, bankruptcy, and cases regarding auto accidents

## **International Services**

AccuSourceHR conducts international research in coordination with partners using recognized methodology to obtain results. Availability, requirements, turnaround times, reportable information, and information required to process the research varies widely by jurisdiction and service.

AccuSourceHR offers the following most common international services but does not guarantee that all requests can or will be fulfilled:

- Criminal Search: search of official governmental agency records
- Employment Verification: same as U.S. employment verification
- Education Verification: same as U.S. education verification
- Professional Reference: same as U.S. professional reference
- Other Services: may be available dependent upon jurisdiction and availability

## Healthcare Industry Services

### **SanctionsSource™ Level 1**

AccuSourceHR conducts a search of a government-maintained database of individuals disbarred from participation in government-funded programs searches are conducted. Searches conducted are for federal exclusions databases.

### **SanctionsSource™ Level 3**

AccuSourceHR conducts a search of a government-maintained database of individuals disbarred from participation in government-funded programs searches are conducted. Searches conducted are for federal and for all fifty (50) states.

### **FACIS Level 1**

AccuSourceHR conducts a search of OIG, GSA, DEA, FDA, PHS, ORI, TRICARE and OFAC-SDN data, Medicare Opt-Out, State Medicaid sanctions, 42 HEAT sources, 51 AG Notice and Release sources, and state-level procurement/contractor debarment sources.

### **FACIS Level 3**

AccuSourceHR conducts a search of all sources included in FACIS 1M and the sanctioning boards from all 56 U.S. jurisdictions across all provider types. FACIS (Level 1M) Includes: OIG, GSA, DEA, FDA, PHS, ORI, TRICARE and OFAC-SDN data, Medicare Opt-Out, State Medicaid sanctions, 42 HEAT sources, 51 AG Notice and Release sources, and state-level procurement/contractor debarment sources.

### **Office of Inspector General's (OIG)/General Services Administration (GSA) Exclusion List Check**

AccuSourceHR conducts a search of the OIG exclusion list for individuals/entities that currently cannot participate in federally funded health care programs. The exclusion list is searched directly through the HHS Office of the Inspector General.

### **Nurse Aide Registry Check**

AccuSourceHR conducts verification of registration in good standing and eligibility for enrollment (or re-enrollment) of nurse aide in the state nurse aide registry.

## Form I-9 & E-Verify

### **Electronic I-9**

An electronic management of I-9 forms moves a traditionally paper-based process to a secure and efficient electronic solution.

### **E-Verify**

AccuSourceHR's partner provides an E-Verify platform that allows user to check the employee against the EVerify system to ensure compliance with the Immigration Reform and Control Act.

## Drug Screening and Occupational Health Screening

### **Drug and Alcohol Testing**



AccuSourceHR has available regulated and non-regulated drug and alcohol program testing for pre-employment, reasonable suspicion, post-accident, and random selection programs. A variety of urine based panels are available, including DOT. Also available are oral fluid POCT and clinic testing as well as blood and hair testing. Electronic and paper chain of custody forms are available.

### **Occupational Health Screening**

AccuSourceHR has available pre-placement and DOT physicals, job specific essential function testing, and all major health testing and assessments.

## **Continuous Monitoring Services**

### **CrimSource™ Continuous Criminal Monitoring**

Continuous search for pending or disposed criminal record information through direct access to county court, federal court, and other court record data from thousands of US jurisdictions. Any records found must be validated and confirmed by AccuSourceHR at the direct record source prior to being reported to Client.

### **SanctionsSource™ Continuous Healthcare Sanctions Monitoring – Level 1**

Continuous review of federal exclusions, sanctions, and debarment databases, including OFAC, OIG/LEIE, GSA, EPLS, SAM, FDA, BIS, DEA, and state Medicaid sanction databases. The status of any record found must be confirmed by AccuSourceHR at the direct record source prior to being reported to Client.

### **SanctionsSource™ Continuous Healthcare Sanctions Monitoring – Level 3**

A continuous review of federal exclusions sanctions and debarment databases, including OFAC, OIG/LEIE, GSA, EPLS, SAM, FDA, BIS, DEA, state Medicaid sanction databases, and state licensing and board disciplinary actions for all 50 states. The status of any record found must be confirmed by AccuSourceHR at the direct record source prior to being reported to Client.

## **Compliance Services**

### **Adverse Action Letters**

When directed to do so by Client, AccuSourceHR will forward pre-adverse and adverse action notices to consumer with additional required documentation, such as federal and state Summaries of Rights, Fair Change notices and/or other required information.

# CERTIFICATE *of* SIGNATURE

REF. NUMBER  
YPJBL-3TQ4V-HHNK2-QQRJI

DOCUMENT COMPLETED BY ALL PARTIES ON  
04 MAR 2026 12:31:02  
UTC

## SIGNER

**TIM CALLANAN**

EMAIL  
TCALLANAN@EFFINGHAMCOUNTY.ORG

SHARED VIA  
LINK

## TIMESTAMP

SENT  
18 FEB 2026 14:52:56

VIEWED  
03 MAR 2026 18:40:07

SIGNED  
03 MAR 2026 19:54:41

## SIGNATURE



IP ADDRESS  
206.180.129.114

LOCATION  
RINCON, UNITED STATES

## RECIPIENT VERIFICATION

EMAIL VERIFIED  
03 MAR 2026 18:40:07

**DAN FILBY**

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DFILBY@ACCUSOURCEHR.COM

SENT  
18 FEB 2026 14:52:56

VIEWED  
04 MAR 2026 12:30:14

SIGNED  
04 MAR 2026 12:31:02



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LOCATION  
PHOENIX, UNITED STATES

## RECIPIENT VERIFICATION

EMAIL VERIFIED  
04 MAR 2026 12:30:14

