

Investment Summary

Town of Halfmoon

Federal ID: 14-6002224
Client ID: 940-14096930

Created Date: 03-19-2025
Quote Number: Q-1619730

Prepared by:

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Sales Representative - HBT
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Prepared for:

Town of Halfmoon
Kevin Tollisen

Monthly Fees	Units	Rate / Unit	Total	Discount	Rate / Unit after Discount	Net Total
Flock Benefits Administration, by Paychex	76	\$4.25	\$323.00	15.0%	\$3.61	\$274.55
Total						\$274.55

In Process

Please sign to indicate your approval of these fees : _____

- The Fees and/or discounts quoted in this Investment Summary are valid for thirty (30) days from the Created Date.

Notations

Product / Billing

- This is a proposal only. The Fees quoted are estimates and your actual Fees may vary based on your payroll frequency, number of workers, and actual products or services selected. The information contained in this proposal is confidential and proprietary and should not be shared with anyone outside your company. Unless otherwise agreed to in writing by the parties: (1) Fees may change as set forth in the service agreement; and (2) promotions begin and expire according to the terms of the promotion.
- Totals displayed do not include sales tax where applicable.
- PEPM applies to all Benefits Eligible Employees. Client is solely responsible for designating the Benefits Eligible status of each Employee for each benefit plan. Discount applied to PEPM only.

Early Termination Fee

- If the Paychex Flock Benefits Administration Services is terminated during the first twelve(12) months Following the effective Date, Client will be liable for the Minimum Monthly Fee from the date of termination through the date that is twelve (12) months from the Effective Date.

Payment and Billing

- Payments shall be due within fifteen (15) days after Client's receipt of invoices detailing such amounts. Service Fees Commence when the Client account for services has been established. Billing of Services Fees will commence prior to the establishment of electronic data feeds and is independent of plan effective dates.

Year-End Delivery

- **Note:** Please review your delivery method with your service provider before 12/31 to avoid additional charges.

Paychex Service Agreement

Company Name: _____
 Federal ID Number: _____
 Services Selected by Company: See Part A – Product Selection

This Paychex Service Agreement (the "Agreement") is entered into between Paychex, Inc. and its affiliates ("Paychex"), located in Rochester, New York and the Company identified above, and each Company identified in Part D ("Client") pursuant to the terms and conditions of this Agreement. Paychex and Client may collectively be referred to as the "Parties" or individually as a "Party". Unless otherwise specified in this Agreement, the effective date of the Agreement will be the date that Paychex receives the signed Agreement from Client ("Effective Date"). The Agreement will continue until terminated in accordance with its provisions. This Agreement shall be made up of this signature page and Part A (Services), Part B (General Terms and Conditions), Part C (Product Terms and Conditions), and Part D (Companies Entering Into Agreement), and shall be one Agreement regardless of the revision date of each Part. If one or more additional Companies related to Client will be entering into an Agreement with Paychex, the Companies entering into the Agreement are listed in Part D. Each Company listed in Part D will be deemed to be entering into a separate Agreement with Paychex for the Services selected by Client in Part A.

- 1. Paychex Services.** Client engages Paychex to provide the service(s) selected by Client(s) in Part A of this Agreement ("Service(s)"). Paychex will not be obligated to, nor will Paychex commence any individual Service until Paychex receives all documents and/or information necessary to begin each individual Service and notifies Client of the date Paychex will commence each of the Services ("Service Effective Date"). Client acknowledges that each of the Services may have a separate Service Effective Date. **Until the Service Effective Date, Client will continue to provide for itself the Services requested of Paychex. Paychex assumes no responsibility for Services prior to the Service Effective Date or for Services declined by Client.**
- Client agrees that Paychex is not rendering legal, tax, accounting, or investment advice in connection with the Services, nor is Paychex a fiduciary of Client, a fiduciary of any Client benefit plan offered for the benefit of Client's Employees, or the employer or joint employer of Client's Employees. Paychex will not be responsible for Client's compliance with, nor will Paychex provide legal or other financial advice to Client with respect to federal, state, or local statutes, regulations, or ordinances, including, but not limited to, the Fair Labor Standards Act or any wage and hour laws. Client agrees to comply with any and all applicable federal, state, local and international laws, regulations or ordinances ("Laws"), and Client is solely responsible for retaining all copies of any documents received from or made available by Paychex or provided to Paychex as required by applicable Laws.
- Client understands that this Agreement may be considered an application for credit. Client authorizes Paychex to investigate and verify the identity, bank account and/or credit of Client and/or its principals, including bank account status and history, prior to providing any Services under this Agreement (collectively "Client Verification"). Paychex may also perform Client Verification pursuant to applicable federal and/or state requirements. Client acknowledges that Paychex may engage third parties to perform Client Verification and authorizes Paychex to share with third parties Client data, including Client Confidential Information, to perform Client Verification. Client further agrees that Paychex is not liable for the actions or inactions of such third parties, including but not limited to any unauthorized use or disclosure of Client data by third parties.

The individual signing this Agreement represents and acknowledges that he or she has the authority to (i) execute this Agreement on behalf of the Client identified above and each Client identified in Part D, if applicable, and (ii) bind each identified Client to this Agreement. Client warrants that it possesses full power and authority to enter into this Agreement, and has read and agrees to the terms and conditions set forth in this Agreement, including, without limitation the provisions addressing governing law and arbitration. Client acknowledges that it has received each referenced Part to this Agreement and has reviewed the Services selected in Part A. The Parties agree that Client's signature on this Agreement may be transmitted to Paychex electronically or by facsimile. The Parties further agree that such signature will have the same force and effect as if the original signature had been provided and received.

Company

Authorized Officer/Representative Name _____ Title _____
 Print

Authorized Officer/Representative Signature _____ Date _____

Part A
Paychex Benefits Administration Services

Client engages Paychex to provide the Paychex Benefits Administration Services ("Services") selected below. Paychex will not be obligated to, nor will Paychex commence any individual Service until the Service Effective Date. The Services are described in Part C of this Agreement. If Client transfers between Service offerings or adds a Service offering, Client agrees that the terms and conditions of this Agreement related to the Service offering to which it is transferring or adding shall apply and additional Fees may be due.

Service	Selected
Flock Benefits Administration by Paychex – Integrated*	X
Paychex Flock Benefits Administration – Non-Integrated	
COBRA Administration**	
Employee Shared Responsibility Services	
BalanceBenefits® / BalanceCare®	

*Requires Paychex Payroll Services. Subject to availability.
** Flock Benefits Administration with COBRA Administration subject to availability.

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Part B
Paychex Service Agreement
General Terms and Conditions

1. **Term.** The term of the Agreement will begin on the Effective Date and will continue until terminated by the Parties as set forth below.
2. **Client Information, Confidential Information and Contacts.**
 - 2.1 **Client Information.** Client will timely and accurately execute and/or provide all documentation, data, information, and directives necessary for the Services under the Agreement ("Client Information") including taking all corporate action. If Client chooses to allow Client employee ("Employee") or Client independent contractor ("Independent Contractor") (Employee and Independent Contractor are referred to collectively as "Worker") to review, add or change their personal, payroll, retirement and/or tax information through Worker's Online Account and/or chooses to require Workers to electronically sign and submit certain forms or documents when making such changes, such information will be included in Client Information and will be treated as if provided directly by Client. Client acknowledges that Client is responsible for any delayed remittance of Payment Amounts due to the intended recipient any additional processing Fees, and any delay in performance of the Services incurred as a result of its failure to timely and/or accurately submit Client Information. Client acknowledges that Paychex may be required to obtain documents or information necessary to perform Client Verification, pursuant to applicable federal and/or state requirements. Paychex will provide the Services based on Client Information which shall be considered authentic, accurate, and complete. Paychex is entitled to rely on Client Information and shall not be obligated to independently verify such information or obtain any additional authorization from Client to act on Client Information. Paychex will not be responsible for errors that result from Paychex' reliance on Client Information.
 - 2.2 **Client Confidential Information.** "Client Confidential Information" means information disclosed or otherwise made available by, or on behalf of, Client to Paychex that is marked confidential or is of the nature that a reasonable person would identify it as being confidential. Paychex agrees that it shall implement and maintain a comprehensive information security program which contains administrative, technical, and physical safeguards that are deemed reasonable and necessary to protect Client Confidential Information from unauthorized access or acquisition. Paychex may disclose Client Information and Client Confidential Information to its employees, affiliates, subsidiaries, and authorized agents, third-party partners and vendors, and contractors to (i) perform or offer Services; (ii) offer additional products or services; (iii) integrate third-party services into the Services; (iv) perform analysis to determine Client's qualification to receive services; and (v) collect Amounts Due and may disclose Client's payment experiences with Paychex to credit reporting agencies and supply vendor references on Client's behalf. Paychex may also disclose Client Confidential Information (i) to its attorneys, accountants, insurers, and auditors; and (ii) pursuant to any applicable Laws, court order, legal process, or governmental investigation. In the event of any compromise or security breach resulting in the disclosure or possible disclosure of Client Confidential Information, Paychex will notify Client in compliance with applicable Laws.
 - 2.3 The obligations set forth in section 2.2 will not apply to any Client Confidential Information that (i) Client has agreed is free of any nondisclosure obligations; (ii) at the time of disclosure was free of any nondisclosure obligations; (iii) is independently developed by Paychex or that Paychex lawfully received, free of any nondisclosure obligations, from a third party having the right to furnish such Client Confidential Information; (iv) is or becomes available to the public without any breach of this Agreement or unauthorized disclosure; or (v) is already in the possession of the requesting Party.
 - 2.4 Client grants Paychex authorization to collect, process, transfer, use, and disclose Client Information and Client Confidential Information (collectively, "Information") in accordance with this Agreement and Paychex' Privacy Policy, which may be amended or modified at any time at Paychex' sole discretion. As between the Parties, Client owns Client Confidential Information. Client grants Paychex a non-exclusive right and license to use, reproduce, host, reformat, and create derivative works from Client Confidential Information to provide the Services and for internal tracking, reliability testing and research purposes. Paychex may use Information that is aggregated, anonymized and reidentified (so long as no attempt to re-identify the data is made) for any lawful purpose at Paychex' discretion. Client will have no ownership interest in the data, and such data will not be considered Client Information or otherwise Client Confidential Information.
 - 2.5 **Client Contacts.** Client shall designate contact(s) who are authorized to submit Information to Paychex and/or take action on behalf of Client ("Authorized Contact(s)"). Client acknowledges and understands that contact information provided for Authorized Contacts is considered Client Information. Authorized Contacts responsibilities may also include, but are not limited to, giving and receiving notices, processing payroll, purchasing products and services, agreeing to terms and conditions, accessing Client Confidential Information and/or handling any other matters related to Client's account. Client is responsible for (i) the accuracy of any Information submitted by Authorized Contacts and/or Client; and (ii) for any action taken by Authorized Contacts and/or Client in relation to the Services, including but not limited to, actions taken through Client's Online Account. Client acknowledges that it is solely responsible for designating all Authorized Contacts, establishing the type of access granted to each Authorized Contact for each Service, and keeping all Authorized Contacts and access levels current at all times. Client acknowledges that it is solely responsible for any damages, costs, expenses, or additional Fees that may be incurred as a result of its failure to provide updated contact information.
3. **Review Reports and Data.** Client will review all reports, documents, invoices, and data provided, made available, or accessible by Client related to Client's account and/or Services, and Client will inform Paychex of any inaccuracies within three (3) business days of receipt or availability. Client acknowledges that Paychex will not be responsible for any damages that may result from Client's failure to timely review reports.
4. **Fees and Payment Amounts.** Client agrees to pay fees for all Paychex and third-party Services selected by Client ("Fees") and remit funds to Paychex representing the amount due to pay or reimburse Paychex or Vendor for any amount remitted by Paychex on behalf of Client ("Payment Amounts") (collectively, Fees and Payment Amounts shall be "Amounts Due") through an Electronic Funds Transfer ("EFT") or such other method as required by Paychex when due. Client agrees to provide Paychex with all information necessary to confirm receipt of the payment prior to the due date ("Funding Deadline"). Payment Amounts include all amounts due to pay Client's Workers, remit taxes, pay garnishments, or otherwise fund Client's payment obligations for Services provided pursuant to this Agreement. Fees may include administration fees; per pay run, Worker and/or participant fees; set-up fees; minimum monthly fees; insufficient fund fees; late fees; premium processing fees; termination or transfer fees; and any additional fees as described in Part C to this Agreement, on your invoice, fee schedule or the equivalent. For Fees based only on active Workers, Client understands and acknowledges that it is solely responsible for designating the

status of each Worker, and for keeping the designation current at all times. A Worker designated as active shall remain in active status until Client changes the designation. Except as otherwise set forth herein, Paychex' Fees are subject to change upon thirty (30) days written notification to Client. Paychex may, in its sole discretion, require a security deposit from Client.

4.1 Electronic Funds Transfer.

- 4.1.1 If Paychex requires payment of Amounts Due through an EFT, Client (i) will designate a bank account(s) for the EFT of Amounts Due; (ii) will execute all documentation needed by Paychex to originate EFT transactions and to verify availability of funds in Client's bank account; (iii) agrees that the funds representing the Amounts Due will be on deposit in Client's bank account in collectible form and in sufficient amount on or before the Funding Deadline; and (iv) authorizes Paychex to collect all Amounts Due from Client's bank account on the Funding Deadline.
- 4.1.2 Client's submission of Client Information to Paychex constitutes Client's authorization for Paychex to create and transmit the EFT credit or debit entries ("Entry" or "Entries") contained therein.
- 4.1.3 All EFTs are performed in compliance with the National Automated Clearing House Association operating rules ("Nacha Rules"), which can be viewed at [NachaOperatingrulesonline.org](https://nacha.com/operatingrulesonline.org). Client (a) authorizes Paychex to send Entries on behalf of Client to receivers and assumes the responsibilities of an originator of EFTs, if applicable; (b) affirms that it obtained valid authorization of Entries from receivers; (c) agrees to follow Nacha Rules, as they are amended from time-to-time; (d) will not originate any EFT that violates any Law; (e) agrees that Entries are limited to Prearranged Payment and Deposit (PPD), Corporate Credit or Debit (CCD, CTX), International ACH (IAT) or others required for Services; and (f) agrees that Paychex or originating banks have the right to audit Client's compliance with Nacha Rules. Client further acknowledges and understands that Paychex may (i) identify Client to banks involved in the EFT and (ii) terminate or suspend the Agreement for breach of Nacha Rules or this section. Client further agrees that it will notify Paychex, pursuant to applicable Nacha Rules and federal regulations, if funding for Client's payroll is received from a foreign financial agency and of any Workers with non-U.S. addresses.
- 4.1.4 Paychex may reject any Entry that does not comply with the requirements of this Agreement or Nacha Rules or if Client's account does not contain sufficient available funds to pay for the Entry. Paychex will have no liability to Client by reason of the rejection of any Entry or Entries.
- 4.1.5 Client will have no right to cancel, amend, or reverse an Entry received by Paychex after it has been submitted. In its own discretion, Paychex may use reasonable efforts to act on a request but will have no liability if the cancellation, amendment, or reversal is not successful. Client agrees to reimburse Paychex for any expenses, losses or damages Paychex may incur in attempting to cancel, amend or reverse an Entry.

4.2 **Payment by Wire Transfer or Other Method.** For payments of Amounts Due by wire transfer or other method, Client agrees to provide Paychex with all information necessary to confirm receipt of the payment prior to the Funding Deadline.

4.3 **Insufficient or Non-Confirmed Funds.** If sufficient funds are not available on the Funding Deadline, Paychex may take such action to collect Amounts Due including, but not limited to, reissuance of an EFT and assessing insufficient fund Fees. **Client acknowledges that Client is responsible for any delay in remittance of Payment Amounts if Paychex is unable to confirm receipt of funds prior to the Funding Deadline.**

4.4 **No Right to Interest.** Client waives any right to interest that may accrue on any amounts, including, but not limited to, Payment Amounts, Fees, and security deposits received by Paychex.

4.5 **Refund/Adjustment/Overpayment.** Paychex will not process any refunds, adjustments or overpayments until Paychex receives verification that all outstanding fees, payments, and balances due to Paychex have been paid. Client agrees that Paychex may apply any balances or funds it is holding for Client to Amounts Due owed to Paychex or its affiliates. If Paychex remits an overpayment of Reimbursement Amounts on behalf of Client, Client agrees that it will reimburse Paychex for the overpayment the sooner of five (5) days of (i) Client receiving a return of the overpayment; or (ii) Client being notified that the overpayment amount would be applicable to future or other liability of Client; or (iii) the Agreement being terminated by either Party.

5. Software.

5.1 **Software Licenses.** Paychex grants Client a non-transferable, non-exclusive, non-sublicensable limited license to install and use certain Paychex software made available to Client as part of select Services during the term of this Agreement. Paychex is and remains the owner of all titles, rights, and interests in the software. Client agrees that if it does not accept all of the terms and conditions of any and all Paychex software, and/or third-party software, and any and all applicable license agreements provided to Client now or in the future, Paychex will not be obligated to perform Services dependent upon the software.

5.2 **Right to Access Proprietary Software.** Paychex grants Client a limited, non-transferable, non-exclusive right to access and use Paychex proprietary hosted software products via a web browser during the term of this Agreement. Paychex is and remains the owner of all titles, rights, and interest in hosted software products. Paychex will host and retain physical control over the software and make such computer programs and code available only through the internet for access, use, and operation through a web browser. No provision under this Agreement shall obligate Paychex to deliver or otherwise make available any copies of computer programs or code from the software, and Paychex does not guarantee the availability or compatibility of any hosted software products. Client is responsible for obtaining and maintaining all computer hardware, software, and communications equipment needed to access the software, and for paying all third-party charges (e.g., kiosk, internet service provider, or telecommunications charges) incurred while accessing the software.

5.3 **Confidentiality of Software.** Client acknowledges that the software received or accessed as part of Client's Services contains valuable trade secrets and confidential information owned by Paychex or third parties ("Confidential Information"). Client agrees that Client, its Workers, and its agents will not, directly or indirectly: (i) sell, lease, assign, sublicense, or otherwise transfer; (ii) duplicate, reproduce, or copy; (iii) disclose, divulge, or otherwise make available to any third party; (iv) use, except as authorized by this Agreement; or (v) decompile, disassemble, or otherwise analyze for reverse engineering purposes the software received or accessed. Client will take appropriate action with Client's Workers and agents to satisfy its obligations under this Agreement with respect to the use, protection, and security of software. Client will notify Paychex immediately of any unauthorized use or disclosure of Confidential Information and will cooperate in remedying such unauthorized use or disclosure.

5.4 **Intellectual Property Rights.** Client owns no rights, title, or interest, including, but not limited to, copyright, patent, trade secret, and all other intellectual property rights, in the software used to receive or access Services. If Client is ever held or deemed to be the owner of

any intellectual property rights in the software or any changes, modifications, or corrections to the software, Client hereby irrevocably assigns to Paychex all such rights, title, and interest. Client agrees to execute all documents necessary to implement and confirm the letter and intent of this section.

6. **Client Default.** Client's breach of any material provision of this Agreement shall constitute a default of the Agreement. In the event of a Client default, Paychex may, at its sole option, terminate the Agreement, or a portion thereof, without notice and declare any or all Amounts Due immediately due and payable. Client agrees to promptly reimburse Paychex for all past due Amounts Due, including advances or overpayments, made by Paychex and to pay interest at the rate of one and one-half percent (1½%) per month, or the maximum allowable by applicable law, until paid. Client agrees that Paychex may initiate an EFT to Client's bank account for any past due Amounts Due. Client will be responsible for the costs of collection of Amounts Due including, but not limited to, attorneys' fees and court costs. Paychex may, in its sole discretion, commence an action within the County of Monroe, State of New York, or in any other court of competent jurisdiction for any monies due and owing from Client to Paychex.
7. **Limit of Liability.** Paychex' sole liability and Client's sole remedy for Paychex' breach of the Agreement will be (i) for Paychex to remit to the appropriate payee the funds received from Client; and/or (ii) for Paychex to reimburse Client or its Workers for any interest or penalties assessed by taxing authorities, against Client and/or its Workers, as a direct result of Paychex' breach of the Agreement after all abatements and appeal attempts, if applicable, have been exhausted. Paychex can only be held liable for breach of the Agreement and will not be held liable for (i) any negligent act or omission by Paychex; (ii) the acts or omissions of any other person or entity, including, but not limited to, Client and its Workers or agents, or any person or entity that provides services in connection with or as a result of Paychex' performance of its obligations under the Agreement; (iii) any loss, claim, or expense arising from any information provided or modified by Client; or (iv) Client's breach of Nacha Rules. **Paychex will, under no circumstances, be liable for any special, indirect, incidental, consequential, or punitive damages, including lost profits or loss of data incurred by Client pursuant to this Agreement or by the transactions contemplated by it, however caused, on any theory of liability (including contract, tort, or warranty), or as a result of Paychex' exercise of its rights under the Agreement, even if Paychex has been advised of the possibility of such damages.**
8. **Indemnification.** Client will indemnify, defend, and hold Paychex and its affiliates, respective officers, directors, and employees harmless from any and all claims, costs, attorneys' fees (including in-house counsel fees), and expenses resulting from or arising in connection with (i) a Client default; (ii) the use, misuse, reproduction, modification, or unauthorized distribution of software; (iii) Client's breach of Nacha Rules; (iv) Client's breach of any warranty set forth in the Agreement; or violation of applicable Law; and (v) any claims that any symbol, logo, or mark uploaded by Client or Client's agents, or printed on Client's handbooks or checks, infringes the intellectual property rights of any third party.
9. **Online Accounts.**
 - 9.1 Client, or any Worker, Authorized Contact, or third party that Client authorizes, may choose and/or be required to access or connect to certain Services online or through any mobile or other electronic devices ("Online Account"). If Client accesses or connects to Services through an Online Account, Client is solely responsible for: (i) designating who is authorized to have access to the Online Account ("Authorized User(s)"); (ii) setting and enforcing its own internal policies related to use of Online Account by any Authorized User; (iii) safeguarding all passwords, usernames, logins or other security features used to access the Online Account ("Online Account Access"); (iv) use of Online Account under any usernames, logins or passwords; (v) ensuring that use of the Online Account complies fully with the provisions of this Agreement and all applicable Terms of Use; and (vi) any unauthorized access, or use, of the Online Account caused by Authorized Users' actions or inactions, including, without limitation, their failure to safeguard Online Account or Online Account Access. Client acknowledges that each Authorized User may set their own preferences within their Online Account and may link their account to certain third-party services at their option.
 - 9.2 Client is solely responsible for all activity occurring under Client's Online Account, including but not limited to, the manner in which it and its Authorized Users use the Services and for the Client Information provided via the Online Account. Client shall not and shall not permit its Authorized Users to: (i) use its Online Account in any manner that exceeds the scope of rights granted pursuant to the Services provided to Client under this Agreement and within the applicable Terms of Use; (ii) use its Online Account to transmit Client Information in violation of any third-party privacy rights; or (iii) make the Online Account accessible to any third parties other than Authorized Users.
 - 9.3 Client agrees to immediately notify Paychex of any actual or suspected unauthorized use of Online Account and acknowledges that Client is solely responsible for damages resulting from any unauthorized use or Client's failure to timely notify Paychex. Paychex reserves the right to limit, suspend, or terminate Client's and/or Authorized User(s)' access to Online Account should Paychex have reason to believe that the security or confidentiality of Online Account or Online Account Access has been compromised. Client acknowledges that Authorized Users select the security level for Online Account Access and Client is solely responsible for these selections. Client further acknowledges that it has reviewed all of the security levels and has determined the level or levels for its Authorized Users that is commercially reasonable for providing security against unauthorized access and meets Client's requirements given the size, type and frequency of the Services it will receive from Paychex. Client is solely responsible for implementation of an information security program appropriate to safeguard the Online Account or Online Account Access and which is consistent with all applicable Laws; safeguarding Online Account and Online Account Access for any third-party services integrated into the Services; maintenance and routine review of computing and electronic system usage records (i.e. log files); and the security of its own data, data storage, computing device(s), other electronic systems, and network connectivity. Client acknowledges and agrees that Paychex is not liable to Client, Client's Workers or any other third party for any consequences, losses, or damages resulting from unauthorized access or use of the Online Account as set forth in this section.
 - 9.4 Without limiting any other rights of Paychex under this Agreement, Client agrees that should Client or Client's Authorized Users violate any of the provisions within this Agreement or the applicable Terms of Use, Paychex may in its sole and absolute discretion and without notice, immediately suspend or terminate Client's or Authorized User(s)' access to Client's Online Account.
10. **Termination.** Except as otherwise provided, either Party may terminate this Agreement upon thirty (30) days prior written notice. This notice requirement may be waived, in writing, by the Party entitled to such notice. Paychex may immediately terminate the Agreement or portion of the Agreement, if: (i) Client becomes subject to receivership, bankruptcy, or is insolvent; (ii) Paychex, in its sole discretion, determines that a material adverse change has occurred to Client; (iii) Client fails to have sufficient funds on the Funding Deadline, or (iv) Paychex determines, in its sole discretion, that any Laws, regulatory action, or judicial decision adversely affects its interests under the Agreement. Termination of the Agreement will not relieve Client of any obligations set forth in this Agreement, including, but not limited to, its payment obligations. In the case of bankruptcy, the Agreement cannot be assumed by the debtor or trustee without Paychex' prior consent. Client acknowledges that

it is required to terminate the Agreement for each Client listed in Part D individually, and that termination of the Agreement between Paychex and any one Client shall not act to terminate the Agreement between Paychex and any other Client identified in Part D, unless notice is provided as set forth herein. If a Service selected by Client is provided by a third-party vendor pursuant to a separate agreement, and the separate agreement is terminated for any reason, Paychex may immediately terminate such Service.

11. **Third-Party Services.** Client may select Services that are wholly or partially provided by an authorized third-party vendor of Paychex ("Vendor"), and/or choose to integrate or use other third-party services in connection with the Services (collectively, "Third-Party Services"). Client's use of any Third-Party Services may be limited or governed by additional third-party terms and conditions and/or privacy policies. Client authorizes Paychex to share any Client data, including Information needed for a third-party to provide Third-Party Services. Client is solely responsible for obtaining any necessary consents or authorizations for use of Third-Party Services. Client acknowledges that such services are not provided by Paychex and Client agrees to hold harmless and release Paychex from liability relating to Client's use of such Third-Party Services in connection with the Services. Paychex reserves the right to change a Vendor providing a Service, or to discontinue providing a Service at any time, by providing notice to Client in a manner chosen by Paychex as set forth in section 13.4.
12. **Governing Law and Arbitration.** The Agreement and all aspects of the relationship between Paychex and Client shall be governed exclusively by the laws of the State of New York, to the extent not preempted by the Employee Retirement Income Security Act of 1974, as amended ("ERISA"), without regard to, or application of, its conflict of laws, rules, and principles, except for the arbitration agreement contained herein which shall be governed exclusively by the Federal Arbitration Act, 9 U.S.C. section 1 et seq. (the "FAA"). **Except as provided herein, any controversy, claim, or dispute arising out of, related to, or in connection with, the Agreement or the Services, without regard to the theory of liability asserted, shall be determined only by binding arbitration in Rochester, New York, administered by the American Arbitration Association ("AAA") in accordance with its Commercial Arbitration Rules.** Arbitrable disputes include, without limitation, disputes about the formation, interpretation, applicability, or enforceability of this Agreement. A separate neutral arbitrator must be selected and appointed for each dispute. Any dispute arising out of, or in connection with, the Agreement will be brought within two (2) years of when the claim accrued. The arbitrator will not be authorized to award exemplary or punitive damages, or any damages excluded in the Limit of Liability provision. The Parties agree that the prevailing Party in arbitration, and any subsequent judicial proceeding to enforce an arbitration award, will be awarded costs and attorneys' fees (including in-house counsel fees) and that an arbitration award may be entered as a judgment in any court having jurisdiction over either Party to the Agreement. The Parties will not be permitted to bring, or participate in, and the arbitrator will not have any authority or jurisdiction to hear or decide, any claims brought as any type of purported class action, coordinated action, aggregated action, or similar action or proceeding. Each Party must only bring claims against each other in their individual capacity.
13. **Miscellaneous.**
 - 13.1 **Telephone Consumer Protection Act (TCPA) Consent.** By signing this Agreement, Client authorizes Paychex to contact it and its Workers using an automatic dialing system or prerecorded messages at the telephone number(s) provided, including, but not limited to, phone calls and/or text messages regarding promotional offers or marketing messages. Client agrees that it is the subscriber or customary user of the telephone number(s) provided, or that it obtained valid consent from the subscriber, Worker, or customary user to receive such calls and/or text messages prior to the telephone number(s) being provided to Paychex. **Any telephone numbers Client provides to Paychex will be deemed to have been provided under this Agreement and with the same consent. Client represents and warrants that it will only provide Paychex with the phone numbers of persons who have previously provided the foregoing consent to receive autodialed marketing phone calls and/or text messages. Client is solely responsible for any claims made against Client or Paychex regarding calls and/or text messages sent to phone numbers provided to Paychex by or on behalf of Client. Termination of this Agreement does not constitute withdrawal of this consent. Client understands that it is not required to provide telephone numbers as a condition of making any purchase, and that it may withdraw its authorization at any time.** While Client herein authorizes Paychex to send messages using an autodialer, the foregoing shall not be interpreted to suggest or imply that any or all of the mobile messages sent by or on behalf of Paychex are in fact sent using an automatic telephone dialing system. Message and data rates may apply to any text messages.
 - 13.2 **California Consumer Privacy Act.** Client is subject to the California Consumer Privacy Act of 2018, Cal. Civil Code § 1798.100 et seq., as amended, and related regulations, as may be further amended from time to time (collectively, the "CCPA"). Client instructs Paychex to collect, process, and disclose covered personal information (as defined in CCPA) to provide the Services in accordance with Paychex Privacy Policy, this Agreement, and the Paychex Services Agreement Addendum for California Consumer Privacy Act which is located at go.paychex.com/ccpa and incorporated by reference.
 - 13.3 **Assignability.** The Agreement may not be assigned by Client to any third party.
 - 13.4 **Notices.** Client shall provide all notices required under this Agreement to Paychex at an address supplied by Paychex. Except as otherwise provided, Paychex may provide notices required under this Agreement: (i) by email; (ii) through Client's Online Account; or (iii) by mail.
 - 13.5 **Entire Agreement.** Client acknowledges that there have been no representations or warranties made by Paychex or Client that are not set forth in the Agreement. The Agreement, along with any exhibits, addendums, schedules, amendments, Terms of Use and software license agreements contain the entire understanding of the Parties and supersedes all previous understandings and agreements between the Parties for the Services provided, whether oral or written, including, without limitation, any confidentiality or nondisclosure agreement(s) entered into by and between Client and Paychex prior to the date hereof.
 - 13.6 **Force Majeure.** Neither Party shall be responsible to the other Party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in its performance under this Agreement (except for payment of Amounts Due) due to causes beyond its reasonable control, including, but not limited to, elements of nature or acts of God, war, pandemics or epidemics, actions or decrees of governmental bodies, acts of terrorism, or acts of cybercriminals (each a "Force Majeure Event"). The Party suffering a Force Majeure Event shall use reasonable efforts to mitigate against the effects of such Force Majeure Event.
 - 13.7 **Amendment.** Paychex may modify any term of the Agreement upon thirty (30) days written notice to Client of such change and the effective date thereof. Client will be deemed to have accepted and agreed to such changes unless Client elects to terminate the Agreement by written notice to Paychex prior to the effective date of the change and pursuant to the Termination provision(s). Client agrees that Paychex may provide notice of a modification of the Agreement by email to the email address provided by Client, mail at the mailing address provided by Client, or by notifying Client that the modification may be accessed on Client's Online Account as applicable. Paychex will provide a printed copy upon Client's request.

13.8 Waiver and Severability. Failure to enforce a provision will not be deemed a waiver; waivers must be in writing signed by the Party claimed to have waived. If any provision of the Agreement or any portion thereof is held to be invalid, illegal, or unenforceable, the validity, legality, or enforceability of the remainder of the Agreement will not in any way be affected or impaired.

13.9 No Third-Party Beneficiaries. Each Party intends that this Agreement shall not benefit, or create any right or cause of action in or on behalf of, any person or entity other than the Client or Paychex.

13.10 Surviving Sections. The sections titled Client Information, Confidential Information and Contacts, Fees and Payment Amounts, Software, Online Accounts, Client Default, Limit of Liability, Indemnification, Client Confidential Information, Third-Party Services, Governing Law and Arbitration, Notices, Telephone Consumer Protection Act (TCPA) Consent, California Consumer Privacy Act, Entire Agreement, Severability, and No Third-Party Beneficiaries, will survive the termination of this Agreement.

In Process

Part C
Paychex Benefits Administration Services
Terms and Conditions

1. **Paychex Benefits Administration Services.** Client engages Paychex to provide the Paychex Benefits Administration Services selected on Part A (collectively "Services"). Client agrees that the Services will be provided by subsidiaries and affiliates of Paychex pursuant to the terms and conditions of the Agreement. In the event of a conflict between the terms and conditions set forth in Part B and this Part C, the terms and conditions in this Part C shall prevail. Client understands and acknowledges that the Services and the performance of the Services by Paychex does not, and is not intended to, make Paychex the "Plan Administrator", "Plan Sponsor" or other "Fiduciary" under the Employee Retirement Income Security Act ("ERISA") of 1974, as amended, or the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA"), of Client's plan, and Client shall not identify or refer to Paychex or any of its affiliates as such.
2. **Integrated and Non-Integrated Services.** An integrated Client processes payroll through Paychex at the time Services commence or at any time thereafter ("Integrated Client"). A non-integrated Client does not process payroll through Paychex at the time Services commence or at any time thereafter ("Non-Integrated Client"). Client understands that Fees may change if Client's status as an Integrated or Non-Integrated Client changes. An Integrated Client directs Paychex to use information provided by Client to Paychex to process its payroll to provide Services pursuant to this Agreement. A Non-Integrated Client agrees that it will be solely obligated to provide all required Client Confidential Information in a format required by Paychex. The extent and availability of the Services provided under this Agreement may be contingent upon whether a Client is Integrated Client or Non-Integrated. A change in integration status may result in modification or termination of some, or all, of the Services.
3. **Flock Benefits Administration Services by Paychex.** Paychex will provide Client access to an internet deployed electronic enrollment and administration system for group Employee benefits ("System"). The System contains, but is not limited to, the following features:
 - a. Maintenance of Employee, spouse and dependent demographic information provided by Client;
 - b. Employee eligibility tracking;
 - c. Secure Employee access for self-service;
 - d. Online benefit descriptions;
 - e. Enrollment transactions for open enrollment, new hires and qualifying life events;
 - f. Monthly enrollment transaction data;
 - g. Standard and custom reports including comprehensive data extracts; and
 - h. Provision of Client information to third-party administrators if requested by Client.
- 3.1 **Paychex Responsibilities.** Paychex has no discretionary authority or discretionary responsibilities in the administration of Client's plans. Paychex does not own any data, information or material that Client submits to Paychex in the course of using the Services. As such, Paychex shall not have any obligation to verify or determine the accuracy, validity or completeness of information provided by Client or Client's plan administrator, including the hire and termination date of any of Client's Employees, and shall not be responsible for errors, delays or additional costs resulting from the receipt of inaccurate, invalid, incomplete or untimely information or information provided in an unacceptable format or media. Paychex is not required, under the terms of the Agreement, to review Client's actions or those of Client's plan administrator(s), and Paychex will not incur any liability by taking or permitting any actions on the basis of any of Client's actions or those of Client's plan administrator(s) or for carrying out either Client's or Client's plan administrator's directions. Paychex will:
 - a. Perform initial set up of Client's plan(s) in System and populate with initial Client provided information;
 - b. Provide teleconference training to Client's primary user(s) of the System;
 - c. Provide an on-line help system;
 - d. Provide System-generated custom reports including comprehensive data extracts;
- 3.2 **Enrollment Management.** If Client becomes eligible for enrollment management Paychex will deliver eligibility and enrollment information to Client's insurance carriers and service providers for those carriers (collectively "Carriers") in accordance with the capabilities and approval of the Carriers as set forth below ("Enrollment Management"). If Client is not eligible for the service, elects not to receive it or Paychex is unable to establish electronic transmission of enrollment transactions Client shall remain solely responsible to transmit enrollment transactions to its Carrier. If Client is receiving Enrollment Management Services Paychex will attempt to establish electronic transmission of enrollment transactions to the Client's insurance Carriers or service providers, as described below. For purposes of this section, Paychex will initially inform Client that it is eligible to receive data feeds and electronic enrollment services and Client must direct Paychex to begin the services. Paychex will make reasonable efforts to provide a file feed to any Carrier that agrees to receive one and that supports a reusable file format. Paychex shall bear no financial responsibility for any Carrier provider that is unable to establish or maintain a reliable and reusable data exchange process. Paychex may seek Client's assistance to encourage Carriers to engage in a reusable data exchange process if not available. Paychex shall inform Client if a data transmission to one of Client's Carriers is terminated due to the discovery of an unreliable data exchange process. For integration of existing data feeds Paychex will provide specifications for input and output and technical support as described in the Fee Schedule. Additional support will be billed as described in the Fee Schedule. Client understands that (i) payroll and COBRA vendor integration will not start until all data is reconciled and all other electronic data integrations are complete; and (ii) the electronic data integrations presented as available are based on historical projects and current relationships. Paychex does not control the Carriers and cannot guarantee the existence or the continued availability of any electronic data integration with them. Client also understands that the time needed to integrate all Carriers, payroll, and COBRA vendors is variable and may be impacted by events outside the control of Paychex.
- 3.3 **Demographic Changes to System.** Client may request Paychex to update demographic changes in the System. If Paychex agrees to perform this additional Service, Client is still solely responsible for providing the updated demographic information. Additional Fees for this Service may apply.
- 3.4 **Client Responsibilities.** Client's Authorized Users shall use the System in accordance with this Agreement and will:

- a. Provide all Information necessary to assist in initial Client setup in accordance with the Paychex implementation schedule. Client shall provide Paychex with all Information in accordance with Paychex's standard data import requirements;
- b. Assign trained primary user(s) to perform administrative enrollment tasks and to resolve all data discrepancies after training to facilitate electronic data integration;
- c. Approve all data changes prior to the next regularly scheduled data transmission;
- d. Make all enrollment and demographic changes through the System only upon confirmation of an electronic connection, unless otherwise instructed;
- e. Timely verify that all eligibility restrictions, effective date, premium calculations, and all other specific plan rules are in place and working correctly after initial implementation and after any Client directed changes.

3.5 Broker Access to the System. Client may choose to provide its Broker access to the System. By authorizing Broker access to the System, Client designates Broker as an Authorized Contact and an Authorized User of the System and Broker's access and use of the System are subject to the terms of the Agreement. If Client has provided Broker access to the System Paychex may directly contact Broker to provide the Services for purposes including, but not limited, to data reconciliation and plan design, and Paychex is entitled to rely upon direction received from Broker in providing the Services. Broker will be able to enter and change Information in the System, including, but not limited to, enrollment, demographic and benefit changes, and Paychex will provide Broker Client Confidential Information as required to enter and make changes in the System. Client is solely liable for Broker's activity on the System and all information Broker enters or changes, or causes to be entered or changed, in the System. Paychex is not liable for action taken or errors made by Broker. Client may withdraw its authorization for Broker at any time by informing Paychex, in writing. Requests to remove Broker's access may take up to five (5) business days to process.

- 4. COBRA Administration Service.** Additional Fees may apply as set forth in the Fee Schedule or Investment Summary. If Client elects COBRA Administration Services Paychex will perform certain federal (COBRA) and state continuation administrative functions for medical, dental, vision, or prescription drug coverage plans ("plan") on Client's behalf ("COBRA Administration"). Client acknowledges that Paychex is not the Plan Administrator, Plan Sponsor as defined by applicable law nor is Client retaining Paychex to act as a Plan fiduciary. Paychex shall not have any discretionary authority or responsibilities with respect to the administration of the Eligible Plans. The COBRA Administration Services will be provided only to Client Employees and qualified beneficiaries Client has identified to Paychex as having had a qualifying event under COBRA or applicable state continuation law. Client will notify Paychex when an Employee is (i) no longer on its payroll; (ii) terminated from coverage under the Client Plan; or (iii) receiving a reduced level of health care coverage under the plan; and Client will identify plans of the Employee to Paychex (collectively "Required Notifications"). Client is solely responsible for determining if a matter is a qualifying event. Paychex will assist Client in determining if a matter is a qualifying event once Client provides Paychex with the Required Notifications. If the qualified beneficiary subsequently elects COBRA coverage, Client shall be solely responsible for submitting the premium for the qualified beneficiary directly to the applicable Carrier. The qualified beneficiary will pay the monthly premium plus a two percent (2%) administration Fee directly to Paychex and Paychex will reimburse Client the premium collected from the qualified beneficiary less the administrative Fee. Client specifically agrees that Paychex may retain the two percent (2%) administrative Fee and any balance credit, interest or other earnings (collectively "Earnings") based on the premiums received prior to remitting to Client as additional compensation for its Services under this Agreement. In the absence of the Earnings, Client agrees that the other Fees paid to Paychex under this Agreement would be greater. If Paychex receives an appeal of a denial of coverage from a potential beneficiary ("COBRA Appeal") (i) Paychex will provide Client with a copy of the COBRA Appeal; and (ii) Client agrees that it has sole responsibility to review and provide Paychex written direction on how to respond to the COBRA Appeal.
- 5. BalanceBenefits®/BalanceCare®.** Additional Fees may apply as set forth in the Fee Schedule or Investment Summary. If Client elects BalanceBenefits/BalanceCare Client will have access to health advocacy telephone support through a call center that is available 24 hours per day, seven days a week. Employee assistance will be provided for comprehensive pre- and post-enrollment benefit education and claims assistance. All BalanceBenefits/BalanceCare services are provided by a Vendor of Paychex.
- 6. Employer Shared Responsibility Services (ESR).** Paychex will provide the ESR Services ("ESR Services") as set forth in the Paychex ESR Service Addendum. Client must execute the separate Paychex ESR Service Addendum in order to receive the ESR Service. Additional Fees as set forth in the ESR Service Addendum will apply.
- 7. Client Confidential Information.** Client authorizes Paychex to collect and retain Client Confidential Information, which shall include enrollment and demographic information, and provide Client Confidential Information to Carriers as required to provide the Services. An Integrated Client authorizes Paychex to use, and rely upon, Client Confidential Information obtained through payroll processing to provide the Services. In addition to the terms and conditions for Client Confidential Information set forth in Part B the Parties shall comply with the relevant portions of Health Insurance Portability and Accountability Act (HIPAA) of 1996, and its implementing regulations, including any amendments thereto, if applicable. "Client Confidential Information" as defined in Part B shall include protected health information ("PHI"), eligibility, enrollment and demographic information provided by Client and/or its Employees. Client specifically authorizes Paychex to collect and store Client Confidential Information on the System on Client's behalf and share it, as needed, with Client's Carriers. In the event of any compromise or security breach resulting in the disclosure or possible disclosure of Client Confidential Information, Paychex will notify Client as legally required of such compromise or breach.
- 8. Termination.** In addition to the terms and conditions for Termination set forth in Part B the following additional terms shall apply. Client will be charged an early termination Fee as set forth in the Fees Section below. Paychex may immediately terminate the Agreement, or a portion thereof, if a Carrier ceases funding and Client fails to provide new funding instructions to Paychex within ten (10) business days. Upon termination, Client shall promptly (a) remove all the Service components from the Client's website, (b) at Paychex's discretion, remove any references to Paychex marks, (c) return to Paychex any materials and/or documents, regardless of form, provided by Paychex to Client pursuant to this Agreement; and (d) pay any Fees due to Paychex. Termination of the Agreement will not relieve Client of any obligations set forth herein, including, but not limited to, its payment obligations. If the Agreement is terminated for any reason, other than for cause, within the first twelve (12) months following the Effective Date, Client will be liable for the Minimum Monthly Fee set forth in the Fee Schedule from the date of termination through the date that is twelve (12) months from the Effective Date.

9. **Warranties.** In addition to any warranties set forth in Part B each Party represents and warrants to the other that it has and shall maintain in full force and effect throughout the term of this Agreement, all governmental permits, licenses and authorizations required on its part to perform its obligations under this Agreement. EACH PARTY UNDERSTANDS AND AGREES THAT ALL INFORMATION, TECHNOLOGY AND SERVICES ARE PROVIDED AS-IS AND, EXCEPT AS SPECIFICALLY SET FORTH HEREIN AND IN THE SCHEDULES ATTACHED HERETO, EACH PARTY DISCLAIMS ALL WARRANTIES AND CONDITIONS, EXPRESS, IMPLIED OR STATUTORY, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF TITLE, NON-INFRINGEMENT, MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. Each Party acknowledges that it has not entered into this Agreement in reliance upon any warranty or representation except those specifically set forth in the Agreement. Paychex makes no representation or warranty that the Service is free from any infringement of any patent or proprietary rights of others, except that Paychex is not aware, as of the Effective Date of any claim or charge of any such infringement.
10. **Fees.** Client agrees to pay the Fees set forth in the Fee Schedule. Fees for the Service are based on a minimum of twelve (12) months of service following the initial billing date and do not include an implementation Fee, except as provided on the Fee Schedule. If Client is not charged an implementation Fee and Client terminates the Agreement for convenience, or if the Agreement is terminated due to Client's default during the first twelve (12) months of service following the initial billing date, Client will be responsible for the early termination Fee as set forth in the Fee Schedule.
11. **Carrier subsidies.** Carrier subsidies may be revoked or modified at any time at the discretion of the funding Carrier. If a Carrier is paying all or a portion of the cost of the Services on behalf of Client, Client shall provide any changes and/or additions to funding to Paychex in writing within ten (10) business days of such change. If a Carrier ceases funding, Client has the option to continue the Services and provide new funding instructions to Paychex or terminate the Services immediately. If Client opts to continue Services, new funding instructions must be provided within ten (10) business days of termination of the Carrier subsidy.
12. **Insurance Coverage.** The Services do not include the sale of insurance and Client is solely obligated to obtain all insurance coverage. Paychex has no authority to bind an insurance carrier. Client is solely responsible to choose an insurance carrier and complete in their entirety any required carrier forms. Paychex is not responsible for any failure on the part of Client's carrier to provide services or coverage.
13. **Surviving Sections.** The Sections titled Client Confidential Information, Termination, Fee Provisions and the Fee Schedule will survive the termination of the Services and/or the Agreement.

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**Paychex Flock Benefits Administration Services
Payment Information**

Instructions. Complete Section 1 for every Client. Complete Section 2 if Client is paying for the Paychex Flock Benefits Administration Services ("Services"). Complete Section 3 if a Broker is paying for the Services.

Section 1. Client Information:

Legal Name _____
Billing Address _____
Legal Address _____
Invoice Email Address _____
Client Federal ID Number _____

Same as Above

Section 2. Client Payment Information. If Client is paying for all Services Fees set forth in the signed Fee Schedule, please complete this section.

Banking Information

Bank Name _____
Routing and Transit Number _____

Payment Method

- ☐ Pay by Check
☐ ACH - See Section 4 below.

If selecting ACH, please include a voided check with this form

Name (print) _____ Title _____
Signature _____ Date ____/____/____

Section 3. Broker Information and Payment. If Client's Broker is paying for all Services Fees set forth in the signed Fee Schedule, please complete this section and have Client and Broker execute the Paychex Flock Benefits Administration Broker Payment Agreement.

Broker Information:

Legal Name _____
Billing Address _____
Legal Address _____
Billing Email Address _____
Client Federal ID Number _____

Banking Information

Bank Name _____
Routing and Transit Number _____

Payment Method.

- ☐ Pay by Check
☐ ACH - See Section 4 below.

If selecting ACH, please include a voided check with this form

Name (print) _____ Title _____
Signature _____ Date ____/____/____

Section 4. ACH/EFT. If ACH has been selected funds will be automatically drawn from the account indicated on or about the 20th of each month ("Funding Deadline"). This authorization will remain in full force and effect until Paychex is notified in writing that it is revoked. Paychex requires at least ten (10) business days prior notice in order to cancel this authorization. Client or Broker as applicable agrees to (i) execute all documentation needed by Paychex to originate EFT transactions and to verify availability of funds in the designated bank account; (ii) agrees that the funds representing the Fees will be on deposit in the designated bank account in collectible form and in sufficient amount on or before the Funding Deadline; and (iii) authorizes Paychex to collect all Fees from the designated bank account on the Funding Deadline.

Paychex Sales Representative _____ Sales Rep ID _____

Certificate Of Completion

Envelope Id: F5AE16DC-B4FC-4ED4-8B7A-0AD5CC31F904

Status: Sent

Subject: Paychex Documents - Town of Halfmoon

Source Envelope:

Document Pages: 14

Signatures: 0

Envelope Originator:

Certificate Pages: 1

Initials: 0

Matt Tone CA License# 0183028

AutoNav: Enabled

911 Panorama Trail

EnvelopeId Stamping: Enabled

Rochester, NY 14625

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

mtone@paychex.com

IP Address: 155.226.157.254

Record Tracking

Status: Original

Holder: Matt Tone CA License# 0183028

Location: DocuSign

3/28/2025 11:41:47 AM

mtone@paychex.com

Signer Events

Signature

Timestamp

Kevin Tollisen

Sent: 3/28/2025 11:42:59 AM

ktollisen@townofhalfmoon.org

Supervisor

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Process

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Service

Flock_NewOrders@paychex.com

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

3/28/2025 11:42:59 AM

Payment Events

Status

Timestamps