

Detweiler, Hershey & Assoc. Payroll Clients:

As Detweiler, Hershey & Associates is the issuer of your financial statements as well as the processor of your payroll, we are required to have client approval of certain payroll items to maintain independence on your financial statements.

Payroll clients who submit payroll remotely must review the preprocess reports stating payroll and tax liability for that period. With your review of the liabilities report and your remote submission of payroll, you are confirming and approving the payroll and electronic funds withdrawal, if applicable, of those items.

Payroll clients who submit payroll by all other means will receive the liability report via email. This report must be reviewed and approved before we can process your payroll. Please notify us at [payroll@detweilerhershey.com](mailto:payroll@detweilerhershey.com) that you have reviewed and approved the payroll by the end of that business day. We cannot process your payroll without receiving approval from you.

If you have any questions regarding this new requirement, please don't hesitate to call Detweiler, Hershey & Associates at 215-723-8901