



## SERVICES & FEES

SERVICE OR PACKAGE	REGULAR FEE	LAPHCC FEE
<b>RESIDENCE TRACE &amp; INSTANT RESIDENCE TRACE</b> Requires SSN, may provide DOB, AKA's, and places of past residence	\$6.00	\$5.40
<b>DISCOVERY &amp; INSTANT DISCOVERY</b> Name and DOB search, checks 136 million PLUS criminal records from 42 states and sexual predator /violent offenders databases from all 50 states, DC, and Guam.	\$6.00	\$5.40
<b>CRIMINAL RECORD CHECKS</b> <b>STATEWIDE</b> (Available in most states) May return records of arrests and/or convictions that have been notified to the state repository. Records from some states report records that have not resulted in charges or convictions. Some states require signed releases. Some states reports are police reports and not court reports. Misdemeanors are not always included <b>COUNTY COURT *</b> May return records of any cases where the subject name matches that of a court record. Identifiers such as (DOB) date of birth, social security number (SSN), address etc are usually obtained. Provides details of offenses, disposition and/or current status of case. <b>FEDERAL CRIMINAL</b> May return records of cases filed in Federal Court Jurisdictions. These would be Federal crimes as opposed to state crimes.	\$10.00 plus state access fee  \$14.00 - 7yr \$17.00 - 10yr  \$17.00	\$9.00 plus state access fee  \$12.60 - 7yr \$15.30 - 10yr  \$8.50
<b>RESIDENCE TRACE WITH CRIMINAL SEARCHES</b> Validates use of the SSN. Reveals names and addresses connected to the user and searches all counties * for the last seven (7) years of residence – up to three searches are included. Additional searches will be billed as above. AKA searches may be requested at additional cost.	\$35.00	\$31.50
<b>RESIDENCE TRACE WITH CRIMINAL SEARCHES &amp; DISCOVERY</b> As above plus the Discovery Search	\$39.50	\$35.55
<b>DRIVING HISTORY STATE DMV RECORDS</b> Provides the driving history for the subject searched. One of the most valuable inquiries since it will often show the level of responsibility and self discipline exhibited by the applicant. May also include DOB, SSN, description of subject etc. Driving License Number is required. Some states require a signed release on a special form. Available in most states	\$3.00 Plus state access fee	\$2.70 Plus state access fee
<b>EMPLOYMENT VERIFICATION **</b> Contact is made with the named employer to verify the information given on the application form. Details are requested on dates employed, job position, and any other information related to the inquiry. A valid current telephone number must be provided. Three attempts are made to make contact with the employer.	\$8.00	\$7.20
<b>EMPLOYMENT REFERENCE **</b> Contact is made with the named employer to verify the information given on the application form. Details are requested on dates employed, job position, and any other information related to the inquiry, plus inquiry is made as to the subject's honesty, energy, timeliness, reliability and more. Custom questions may be added.	\$10.00	\$9.00
<b>EDUCATION VERIFICATION</b> Verify that this subject received the degree or diploma that he/she claims and that it is issued by a valid institution and not Diploma Mill. There are at least 200 known diploma mills with new ones appearing daily.	\$9.00	\$8.10
<p>* Some courts charge access fees that are billed at cost as incurred and itemized on invoices.  ** Additional fees for Directory Assistance charges billed at \$2.00 each, and database inquiries billed at cost \$6.50 to \$20.00  *** Some schools use Educational Clearing House. Fees are billed at cost  ** Some schools use Educational Clearing House. Fees are billed at cost</p>		

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<p><b>SUBSTANCE ABUSE DRUG SCREENING</b></p> <p>Detect the presence of illegal drugs. We offer traditional lab collections and include pre-employment, with cause, random, post accident, DOT, and we give you the option of either 5 or 9 panel screenings. Instant Saliva or Urine Tests to save the risks and time losses involved with subjects attending labs. <i>Random Number generation for Random Programs provided free of charge for Drug Testing Clients.</i></p>	<p>Attendance at Lab - \$35.00</p> <p>Instant Saliva or Urine \$25.00</p>	<p>Attendance at Lab - \$31.50</p> <p>Instant Saliva or Urine \$22.50</p>
<p><b>I9 and SSN VALIDATION</b></p> <p>SSN is searched at Social Security Administration and Department of Homeland Security to ensure right to work in United States. This is a POST HIRE check and requires a completed Form I9. (Electronic Form I9 storage is also available)</p>	\$5.00	\$4.50
<p><b>HRM</b></p> <p>This Human Resource Management system has been designed for easy use by anyone at any experience level. Track applicants and employees, domestically and internationally, as this system is not driven by social security numbers. Benefit enrollment. HRA/HSA/FSA spending. Reporting. Employee self-service. Org charts by division, department and team. A complete system allowing all of your HR related records to be kept in a secure environment, allowing you and your employees, 24/7 access.</p>	<p>\$72.00 PER EMPLOYEE PER YEAR</p> <p>\$6.00 per employee per month</p>	<p>\$64.80 PER EMPLOYEE PER YEAR</p> <p>\$5.40 per employee per month</p>
<p><b>PAYROLL</b></p> <p>This complete payroll processing service is delivered in a secure environment, in real time. A reliable, available, and scalable solution for employee groups from 10 to thousands.</p> <p>All data must be entered into the system by midday on the Tuesday of the payroll processing week containing the Friday payday, or in the event of floating paydays (bi-monthly or set dates for example) three working days before the pay date otherwise a \$100 rush fee will be charged.</p> <p>W2/W3 Year End processing \$40 &amp; \$3.00 PER W2</p>	<p>\$15.00 Base Fee \$3.00 PER CHECK (paychecks, agency or other checks) No Additional fees for direct deposit Minimum \$30 per payroll</p> <p>Additional states \$5 fee per payroll with same FEI#</p>	<p>\$15.00 Base Fee \$2.69 PER CHECK (paychecks, agency or other checks) No Additional fees for direct deposit Minimum \$30 per payroll</p> <p>Additional states \$5 fee per payroll with same FEI#</p>
<p><b>LEGAL HELPLINE</b></p> <p><b>SingleSource</b> recognizes the complex employment challenges that organizations face on a daily basis, questions about hiring, termination, benefits, wage/hour, overtime, workers compensation and more. Our unique services, protected under U.S. Patent, combine state of the art technology and content with professional support services in order to help you, as employers, meet today's workplace challenges. Let the SingleSource HELPLINE attorneys provide documented answers to your specific questions, no later than the end of the next business day with the attorney client privilege applied.</p>	<p>25 or less employees \$150 per month</p> <p>Over 25 employees \$300 per month</p>	<p>25 or less employees \$110 per month</p> <p>Over 25 employees \$250 per month</p>