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Attorneys for Plaintiff and the Class

SUPERIOR COURT OF THE STATE OF CALIFORNIA
FOR THE COUNTY OF SANTA CLARA

JORDAN MCDONALD, as an individual and on
behalf of all others similarly situated, and as a
private attorney general,

Plaintiffs,

vs.

HCL AMERICA, INC., a California corporation;
and DOES 1 through 50, inclusive,

Defendants.

Case No. 20CV371353

[Hon. Sunil R. Kulkarni, Department 1]

**DECLARATION OF KEVIN LEE WITH
RESPECT TO NOTICE AND SETTLEMENT
ADMINISTRATION**

Date: September 21, 2023
Time: 1:30 p.m.
Department: 1

Complaint Filed: October 7, 2020

1 I, Kevin Lee, declare as follows:

2 1. I am a Case Manager at Phoenix Settlement Administrators (“Phoenix”), the Court-
3 appointed Class Action Settlement Administrator for *McDonald v. HCL America, Inc.* (the “Action”). I
4 have personal knowledge of the facts stated herein and, if called upon to testify, I could and would testify
5 competently to such facts.

6 2. Phoenix was selected by the Parties to provide notice of the Settlement and perform class
7 administration duties in this Action. Pursuant to the Stipulation of Class Action and PAGA Settlement
8 (“Settlement Agreement” or “Settlement”) for this matter, Phoenix was responsible for: (i) preparing,
9 printing, and mailing the *Notice of Class Action Settlement* (“Notice”); (ii) responding to inquiries from
10 Class Members; (iii) calculating the number of weeks each Class Member worked during the period from
11 April 12, 2017 to April 30, 2022 (“Late Pay Period”), and number of Wage Statements earned during the
12 time period from April 12, 2019 to April 30, 2022 (“Wage Statement Period” and “PAGA Period”); (iv)
13 determining the validity of letters indicating a request to be excluded from the Class Settlement
14 (“Requests for Exclusion”), written objections to the Class Settlement (“Objections”), and/or dispute
15 regarding the number of Workweeks submitted by Class Members; (v) calculating the Net Settlement
16 Amount and the Individual Settlement Payments to Class Members; (vi) calculating and issuing the
17 Individual Settlement Payments and distributing them to Settlement Class Members and Individual
18 PAGA Payments to Aggrieved Employees; (vii) issuing the payment to Class Counsel for attorneys’ fees
19 and costs, the Enhancement Payments Plaintiff, and the employer/employee payroll taxes to the
20 appropriate taxing authorities; and (viii) such other tasks as set forth in the Settlement Agreement or as
21 the Parties mutually agree or as the Court orders.

22 3. On April 3, 2023, Phoenix received a data file from Defense Counsel that contained
23 names, last known mailing addresses, Social Security numbers, and dates of employment for each Class
24 Member (“Class List”) during the Class Period. The final mailing list contained two hundred thirty-four
25 (234) individuals, of which there were fifty-six (56) Late Pay Class Members and two hundred one (201)
26 Wage Statement Class Members.

27 4. On June 30, 2023, Phoenix conducted a National Change of Address (“NCOA”) search in
28 an attempt to update the class list of addresses as accurately as possible. A search of this database provides

1 updated addresses for any individual who has moved in the previous four (4) years and notified the U.S.
2 Postal Service of their change of address.

3 5. On June 30, 2023, Phoenix mailed the Notice via U.S. first class mail, in English, to all
4 two hundred thirty-four (234) Class Members on the Class List. A true and correct copy of the mailed
5 Notice is attached hereto as **Exhibit A**.

6 6. As of the date of this declaration, zero (0) Notices have been returned to Phoenix.

7 7. As of the date of this declaration, zero (0) Notices are considered undeliverable.

8 8. As of the date of this declaration, Phoenix has received zero (0) Requests for Exclusion
9 from Class Members. The deadline to request exclusion from the Class Settlement was August 14, 2023.

10 9. As of the date of this declaration, Phoenix has received zero (0) Notices of Objection from
11 Class Members. The deadline for objecting to the Class Settlement was August 14, 2023.

12 10. As of the date of this declaration, Phoenix has received zero (0) Workweek disputes from
13 Class Members. The deadline for submitting a dispute was August 14, 2023.

14 11. There are two hundred thirty-four (234) Class Members who did not submit timely and
15 valid Requests for Exclusion and are therefore deemed Settlement Class Members, representing 100% of
16 the Class.

17 12. The Settlement Agreement indicates if the actual number of wage statements issued
18 during the Wage Statement Class Period exceeds seven thousand seven hundred (7,700), or if the actual
19 number of Late Paid Class Members exceeds sixty-one (61), then the Gross Settlement Amount would
20 increase proportionately to such increases over seven thousand seven hundred (7,700) or sixty-one (61)
21 individuals. Because the total number of wage statements issued was four thousand seven hundred thirty-
22 eight (4,738), and there were fifty-six (56) Late Paid Class Members, the Gross Settlement Amount was
23 not increased.

24 13. The Net Settlement Amount of \$204,749.45 available to pay Settlement Class Members
25 was determined by subtracting the requested Class Counsel attorneys' fees (\$136,666.67), and Class
26 Counsel costs (\$8,583.88), requested Enhancement Payment to Plaintiff McDonald (\$10,000.00), the
27 PAGA Amount (\$40,000.00), and the requested Settlement Administration Costs (\$10,000.00) from the
28 Gross Settlement Amount (\$410,000.00).

14. Based upon the calculations stipulated in the Settlement, the highest Individual Settlement Payment to be paid is approximately \$2,546.26, the lowest Individual Settlement Payment to be paid is approximately \$35.79, while the average Individual Settlement Payment to be paid is approximately \$917.73. Settlement Class Members will be issued payment of their Individual Settlement Payments subject to reduction for the employee's share of taxes and withholdings with respect to the wages portion of the Individual Settlement Payment.

15. Additionally, \$40,000.00 of the Gross Settlement Amount has been allocated toward penalties under the Private Attorneys General Act (“PAGA Amount”), of which 75%, or \$30,000.00, shall be paid to the Labor and Workforce Development Agency (“LWDA”), and 25%, or \$10,000.00, of which shall be paid to all current and former hourly non-exempt individuals who are or were employed by Defendant during the PAGA Period. There are two hundred one (201) Aggrieved Employees who earned a total of eight thousand two hundred fourteen (8,214) wage statements during the PAGA Period. The highest Individual PAGA Payment to be paid is approximately \$97.39, and the average Individual PAGA Payment to be paid is approximately \$49.75.

16. Phoenix's costs associated with the administration of this matter are \$10,000.00. This includes all costs incurred to date, as well as estimated costs involved in completing the settlement distribution. A true and correct copy of the invoice from Phoenix is attached hereto as **Exhibit B**.

I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct.

Executed this 28th day of August 2023, at Orange, California.

Kevin Lee

Exhibit A

This notice is being sent pursuant to court order. This is not a solicitation from a lawyer.

NOTICE OF CLASS ACTION SETTLEMENT

Jordan McDonald v. HCL America, Inc.,

Superior Court of the State of California for the County of Santa Clara Case No. 20CV371353

If you were a non-exempt employee for HCL America, Inc. in the State of California (i) at any time from April 12, 2019, through February 28, 2021 (the “Wage Statement Period”) or (ii) whose employment ended at any time from April 12, 2017, through April 30, 2022 (the “Late Pay Period”), you could receive a payment from a class action settlement (hereinafter, “Settlement”).

Read this notice carefully, as your legal rights could be affected whether you act or not.

The Superior Court of the State of California for the County of Santa Clara (the “Court”) has preliminarily approved a Settlement that could affect your rights. The proposed Settlement resolves a class action and Labor Code Private Attorneys General Act of 2004 (“PAGA”) action filed by Plaintiff, Jordan McDonald, against Defendant, HCL America, Inc., which has been designated Case No. 20CV371353 (the “Action”).

- The Action alleges Defendant failed to provide lawful wage statements and failed to timely pay wages upon separation. Specifically, the wage statement claim alleges Defendant’s wage statements show gross wages earned, without any hourly rates or the corresponding number of hours worked at the rates. The untimely payment claim alleges final wages were not paid promptly upon termination but delayed until Defendant’s next regular pay date. On these bases, the Action pursues class action and PAGA claims.
- Defendant denies Plaintiff’s allegations and maintains it has fully complied with the law. By agreeing to the Settlement, Defendant in no way admits any violation of law or any liability whatsoever to Plaintiff or others and expressly denies all such liability. Both Plaintiff and Defendant have agreed to the Settlement in light of all known facts and circumstances—including the uncertainty associated with litigation.
- If the Court grants final approval of the settlement, it would provide a cash fund for members of the Late Pay Class to split in equal shares and a cash fund for members of the Wage Statement Class to split based on the number of relevant wage statements that they received.
- Based on Defendant’s records, you received «Wage_Statements» relevant wage statements as a Wage Statement Class Member and «Late_Pay» a Late Pay Class Member. An *estimate* of the amounts that could be allocated to you from the class settlement is «esa_before_paga» and from the PAGA settlement is «PAGA_Amount». Whether you receive a payment depends on whether the Court grants final approval of the class action settlement, and the amount you ultimately receive depends on the terms the Court finally approves and whether you opt out of the class action settlement.

YOUR LEGAL RIGHTS AND OPTIONS IN THIS CLASS ACTION SETTLEMENT:	
DO NOTHING	You do not have to do anything in response to this notice. If you do nothing and the Court grants final approval of the class action settlement, you will remain eligible to automatically receive an Individual Class Payment and will be bound by the class action release provisions of the Settlement.
OPT OUT	You may opt out of the class action settlement by submitting a Request for Exclusion. If you opt out, you may not object to the class action settlement, will not be eligible to receive an Individual Class Payment, and will not be bound by the class action release provisions of the Settlement.
OBJECT	You may object to the class action settlement by submitting a written objection. If you object and the Court grants final approval of the class action settlement despite your objection, you will remain eligible to automatically receive an Individual Class Payment and will be bound by the class action release provisions of the settlement.

If the Court approves the PAGA settlement, you will receive an Individual PAGA Payment and will be bound by the PAGA release provisions of the Settlement, regardless of whether you opt out of the class action settlement.

NOTICE OF CLASS ACTION SETTLEMENT

Questions? Please contact the Administrator at (800) 523-5773.

**THIS NOTICE IS NOT AN EXPRESSION OF ANY OPINION FROM THE COURT
AS TO THE MERITS OF THE CLAIMS.**

1. Why Did I Receive This Notice?

You are receiving this Notice of Class Action Settlement (the “Notice”) because Defendant’s records show that you were employed by Defendant in the State of California (i) at some point from April 12, 2019, through February 28, 2021 (the “Wage Statement Period”) or (ii) ended employment at some point from April 12, 2017, through April 30, 2022 (the “Late Pay Period”). Class Members who were employed by Defendant in the State of California at any time since April 12, 2019, are also “Aggrieved Employees” and may be entitled to share in the funds to be made available for the PAGA settlement.

Because the Settlement preliminarily approved by the Court would affect Settlement Class Members’ legal rights, the Court ordered that this Notice be sent to you. This Notice provides a brief description of the Action, informs you of the settlement terms preliminarily approved by the Court, and advises you of your legal rights with respect to the Settlement. If the Court finally approves the Settlement, the Settlement will fully resolve the Action, and your legal rights may be affected by the Settlement.

The Court has preliminary approved Larry W. Lee and Simon L. Yang of Diversity Law Group, P.C. and William L. Marder of Polaris Law Group as Class Counsel. Based on their investigation and evaluation, they are of the opinion that the terms of Settlement are fair, reasonable, adequate, and in the best interests of Class Members. The terms of the Settlement are set forth in detail in the Joint Stipulation of Class Action and PAGA Settlement (“Agreement”). You may obtain a copy of the Agreement from Phoenix Settlement Administrators, a neutral third-party appointed by the Court to administer the settlement (the “Administrator”).

2. What Is the Action About?

On October 7, 2020, Plaintiff filed a complaint in Court that alleged Defendant fails to furnish lawful wage statements and to timely pay wages at separation. The wage statement claim alleges Defendant’s wage statements fail to accurately itemize and show the number of total hours worked or the hourly rates paid for any hours worked. Instead, Plaintiff alleges that wage statements show gross wages earned, without any hourly rates or the corresponding number of hours worked at the rates. The untimely payment claim alleges final wages were not paid promptly upon termination but delayed until Defendant’s next regular pay date.

Defendant denied and continues to deny (i) all of the allegations made by Plaintiff, (ii) that it violated any applicable laws, or (iii) that it is liable or owes damages, penalties, or other compensation or remedies to anyone with respect to the alleged facts or claims asserted in the Action. Nonetheless, without admitting or conceding any liability or wrongdoing whatsoever, Defendant has agreed to settle the Action, to avoid the burden, expense, and uncertainty of continuing the Action.

3. What Are the Payments Under the Settlement?

Defendant agrees to pay a Gross Settlement Amount of \$410,000.00, which is inclusive of any Administration Costs, Attorneys’ Fees and Costs Award, Class Representative Award, LWDA Payment, and Individual Class Payments & Individual PAGA Payments awarded by the Court. The Court may approve payment of (i) Administration Costs to the Administrator for administering the settlement (e.g., printing, distributing, or tracking Notices, distributing payments, etc.); (ii) an Attorneys’ Fees and Costs Award to Class Counsel for litigation and resolution of the Action; (iii) a Class Representative Award to Plaintiff both for his efforts in prosecuting the Action for Class Members and for Plaintiff’s additional general release of claims inapplicable to Class Members; and (iv) a PAGA Penalty Fund. Pursuant to Labor Code requirements, 75% of the PAGA Penalty Fund will be allocated to the LWDA as an LWDA Payment. The remainder of the PAGA Penalty Fund will be allocated entirely to Aggrieved Employees as Individual PAGA Payments, based on the formula described below.

Individual Class Payments and Individual PAGA Payments: Individual Class Payments shall be distributed to Settlement Class Members and Individual PAGA Payments shall be distributed to Aggrieved Employees, respectively, without the need to submit a claim form.

After deducting any approved payments for an Attorneys’ Fees and Costs Award, Class Representative Award, Administration Costs, and PAGA Penalty Fund from the Gross Settlement Amount, the entire remainder would be allocated

among Settlement Class Members. 20% of the “Net Settlement Amount” would be allocated to the Late Pay Class Members in equal shares; 80% of the Net Settlement Amount would be allocated to the Wage Statement Class Members based on the number of relevant wages statements they received. Allocations for amounts payable to Aggrieved Employees will also be allocated among Aggrieved Employees based on the number of relevant wages statements they received. As the Action did not allege or seek unpaid wages, all payments to Class Members shall be classified for tax reporting purposes as penalties.

Through this settlement, each Settlement Class Member and Aggrieved Employee shall agree to be solely and legally responsible for paying all other applicable taxes on their respective Individual Settlement Payments and shall indemnify and hold harmless the Parties from any claim or liability for taxes, penalties, or interest arising as a result of the payments.

All uncashed or undeliverable settlement checks will expire 180 days after the postmarked date of their initial mailing. After 180 days, the sum value of all expired checks will be tallied by the Administrator. The Administrator shall direct the principal for any expired checks in accordance with the Final Approval Order. The Parties shall request that the Court order that the principal for any expired checks escheat to the State of California’s Unclaimed Property Fund in the name of the Settlement Class Member or Aggrieved Employee.

Attorneys’ Fees and Costs Award: You do not need to individually pay any portion of Class Counsel’s attorneys’ fees and costs. Any payments for those attorneys’ fees and costs will be determined by the Court. Class Counsel intends to request that the Court approve an Attorneys’ Fees and Costs Award in the amount of (a) 33⅓% of the Gross Settlement Amount (or \$136,666.67) and (b) litigation costs of up to \$20,000.00.

Class Representative Award: Any Class Representative Award is to be determined by the Court and would be supplemental to Plaintiff’s Individual Settlement Payments. Class Counsel intends to request that the Court approve a Class Representative Award of \$10,000.00 for Plaintiff’s efforts in prosecuting the Action for Class Members and for Plaintiff’s additional general release of claims inapplicable to Class Members.

Administration Costs: Class Counsel intends to request that the Court approve Administration Costs of up to \$10,000.00, payable to the Administrator for administering the settlement, including, but not limited to, printing, distributing, or tracking Notices, providing any required tax forms, processing any required tax payments, or reporting, and calculating and distributing all payments under the Settlement.

All Payments Subject to Court Approval: The above payments will be made if and only if the Court concludes the settlement is reasonable, fair, and adequate for the Class. The Court may adjust the amounts of certain payments.

4. What Do I Release Under the Settlement?

If the Court grants final approval of the class action settlement and concludes it is reasonable, fair, and adequate for Class Members, Settlement Class Members would release Defendant and any of its predecessors, successors, parent or subsidiary entities and any of their employees, officers, directors, managing agents, shareholders, members, attorneys and assigns (a “Released Party”) from any and all Labor Code section 226(a) claims arising during the Wage Statement Period that were alleged in the Action or that reasonably could have been alleged based on the facts alleged in the Action, and any and all Labor Code section 201-203 claims arising the Class Period that were alleged in the Action or that reasonably could have been alleged based on the facts alleged in the Action. This means that, if you do not timely and formally exclude yourself from the class action settlement, you cannot sue, continue to sue, or be part of any other lawsuit against Defendant about the legal issues resolved by this Settlement. It also means that all of the Court’s orders in this Action will apply to you and legally bind you.

Upon approval, all Aggrieved Employees and the California Labor & Workforce Development Agency fully release Defendant and each Released Party from any and all claims for civil penalties for violations of Labor Code sections 201-203 and 226(a) during the PAGA Period that were alleged in the Action or that reasonably could have been alleged based on the facts alleged in the Action.

5. How Do I Object to the Class Action Settlement?

If you want to participate in the Settlement, you do not have to do anything and do not have to appear at the final approval hearing before the Court. You will automatically receive your Individual Class Payment and Individual PAGA Payment if the Court grants final approval of the class action settlement and approves the PAGA settlement.

You may object to the proposed settlement in writing. You may also appear at the Final Approval Hearing at your expense, either in person, telephonically, or through an attorney, provided you notify the Court of your intention to do so. All written objections, supporting papers and/or notices of intent to appear at the Final Approval Hearing must (a) clearly identify the case name and number (*Jordan McDonald v. HCL America, Inc.*, Case Number 20CV371353), (b) be submitted to the Court either by mailing the objection to: Clerk of the Court, Superior Court of California, County of Santa Clara, 191 N. 1st Street, San Jose, California 95113, or by filing in person at the same location; (c) also be mailed to the law firms identified as Class Counsel (below) and (d) be filed or postmarked on or before August 14, 2023.

In addition, you may also dispute the number of relevant wage statements listed on the first page of this Notice by mailing to the Administrator a “Wage Statement Dispute,” which must state “Wage Statement Dispute,” include your name, and indicate the number of wage statements you believe would be proper.

If you object, you will remain bound by the class action settlement if finally approved and bound by the PAGA settlement if approved. If you do not want to be bound by the class action settlement if finally approved, you must opt out of the class action settlement. Regardless of whether you object to the class action settlement, you will be bound by the PAGA settlement if approved.

Hearings before the judge overseeing this case will be conducted remotely. (As of August 15, 2022, the Court’s remote platform is Microsoft Teams.) Class members who wish to appear should contact class counsel at least three days before the hearing if possible. Instructions for appearing remotely are provided at https://www.sccourt.org/general_info/ra_teams/video_hearings_teams.shtml and should be reviewed in advance. Class members may appear remotely using the Microsoft Teams link for Department 1 (Afternoon Session) or by calling the toll free conference call number for Department 1.

6. How Do I Opt Out of the Class Action Settlement?

If you do not want to participate in the class action settlement, you may opt out of the class action settlement. If you opt out of the class action settlement, you may not object to the class action settlement, will not receive any Individual Class Payment, and will not be bound by the class action release provisions of the Settlement.

In order to opt out, you MUST express your desire to be excluded from the class action settlement by mailing to the Administrator a “Request for Exclusion,” which must state “Request for Exclusion” and include your name. Any such Request for Exclusion must be postmarked by August 14, 2023.

Any Request for Exclusion that does not include all required information or that is not submitted on a timely basis will be deemed null, void, and ineffective. A Request for Exclusion shall be deemed to be submitted as of the postmarked date. If you submit both a Request for Exclusion and an objection, your Request for Exclusion will be valid and be deemed to invalidate the objection.

7. Where Can I Get Additional Information?

The above is a summary of the basic terms of the Settlement. For the precise terms and conditions of the Settlement, you are referred to the detailed Settlement Agreement, which is on file with the Clerk of the Court. The pleadings and other records in this litigation, including the Settlement Agreement, may be examined (a) online on the Superior Court of California, County of Santa Clara’s Electronic Filing and Service Website at www.scefiling.org, or (b) in person at Records, Superior Court of California, County of Santa Clara, 191 N. 1st Street, San Jose, California 95113, between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding Court holidays and closures, or you may contact Class Counsel or the Administrator.

Administrator: Phoenix Settlement Administrators P.O. Box 7208 Orange, CA 92863 Telephone: (800) 523-5773	Class Counsel: DIVERSITY LAW GROUP, P.C. Larry W. Lee (lwlee@diversitylaw.com) Simon L. Yang (sly@diversitylaw.com) 515 S. Figueroa St., Suite 1250 Los Angeles, California 90071 Telephone: (213) 488-6555	POLARIS LAW GROUP William L. Marder (bill@polarislawgroup.com) 501 San Benito Street, Suite 200 Hollister, California 95023 Telephone: (831) 531-4214
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If the Court grants final approval, final judgment will be posted on the Administrator's website at www.phoenixclassaction.com/judgments.

PLEASE DO NOT TELEPHONE THE COURT OR DEFENDANT'S COUNSEL FOR INFORMATION REGARDING THIS SETTLEMENT.

Exhibit B



PHOENIX

CLASS ACTION ADMINISTRATION SOLUTIONS

CASE ASSUMPTIONS

Class Members	234
Opt Out Rate	0%
Opt Outs Received	0
Total Class Claimants	234
Subtotal Admin Only	\$10,936.50

TOTAL COSTS	\$10,000.00
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Fixed Fee

August 28, 2023

Case: McDonald v. HCL America

Case & Database Setup / Toll Free Setup & Call Center / NCOA (USPS)

Administrative Tasks:	Rate	Hours/Units	Line Item Estimate
Programming Manager	\$100.00	3	\$300.00
Programming Database & Setup	\$100.00	3	\$300.00
Toll Free Setup*	\$148.00	1	\$148.00
Call Center & Long Distance	\$2.00	23	\$46.80
NCOA (USPS)	\$50.00	1	\$50.00
Total			\$844.80

Data Merger & Scrub / Notice Packet, Opt-Out Form & Postage /Translation

Project Action	Rate	Hours/Units	Line Item Estimate
Notice Packet Formatting	\$105.00	3	\$315.00
Data Merge & Duplication Scrub	\$0.50	234	\$117.00
Notice Packet & Opt-Out Form	\$2.00	234	\$468.00
Postage (up to 1 oz.)	\$0.84	234	\$196.56
Static Website	\$250.00	1	\$250.00
Total			\$1,346.56

Skip Tracing & Remailing Notice Packets / Tracking & Programming Undeliverables

Project Action:	Rate	Hours/Units	Line Item Estimate
Case Associate	\$55.00	1	\$55.00
Skip Tracing Undeliverables	\$1.75	0	\$0.00
Remail Notice Packets	\$2.00	0	\$0.00
Postage	\$0.84	0	\$0.00
Programing Undeliverables	\$50.00	0	\$0.00
Total			\$55.00

Database Programming / Processing Opt-Outs, Deficiencies or Disputes

Project Action:	Rate	Hours/Units	Line Item Estimate
Programming Claims Database	\$135.00	3	\$405.00
Non Opt-Out Processing	\$200.00	1	\$200.00
Case Associate	\$55.00	3	\$165.00
Opt-Outs/Deficiency/Dispute Letters	\$5.00	0	\$0.00
Case Manager	\$85.00	3	\$255.00
Total			\$1,025.00

Calculation & Disbursement Programming/ Create & Manage QSF/ Mail Checks			
Project Action:	Rate	Hours/Units	Line Item Estimate
Programming Calculations	\$135.00	3	\$405.00
Disbursement Review	\$135.00	3	\$405.00
Programming Manager	\$95.00	2	\$190.00
QSF Fees, Bank Account & EIN	\$100.00	3	\$300.00
Check Run Setup & Printing	\$100.00	3	\$300.00
Mail Class Checks, W2 and 1099 *	\$2.00	234	\$468.00
Estimated Postage Checks, W2 and 1099	\$0.61	234	\$142.74
Total			\$2,210.74

* Checks are printed on 8.5 x 11 in. sheets with W2/1099 Tax Filing

Tax Reporting & Reconciliation / Re-Issuance of Checks / Conclusion Reports and Declarations			
Project Action:	Rate	Hours/Units	Line Item Estimate
Case Supervisor	\$125.00	3	\$375.00
Remail Undeliverable Checks (Postage Included)	\$1.61	40	\$64.40
Case Associate	\$55.00	4	\$220.00
Reconcile Uncashed Checks	\$85.00	6	\$510.00
Conclusion Reports	\$115.00	2	\$230.00
Case Manager Conclusion	\$85.00	2	\$170.00
Final Reporting & Declarations	\$120.00	2	\$240.00
Uncashed Check Notice Postcard (Postage Included)	\$3.00	40	\$120.00
Uncashed Check QSF Tax Filing	\$375.00	3	\$1,125.00
IRS & QSF Annual Tax Reporting * (State Tax Reporting Included)	\$1,200.00	2	\$2,400.00
Total			\$5,454.40

* All applicable California State & Federal taxes, which include SUI, ETT, and SDI, and FUTA filings. Additional taxes are Defendant's responsibility.

Total: \$10,936.50