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Timesheet Submittal Fax Coversheet

To: Stuart T. Wilson CPA PC

Fax #: 989-832-5404

Date: _____

From: _____ Phone#: _____

Total # of pages (including coversheet): _____

Employer name: _____

Comments: _____

Checklist:

- ✓ Employer AND employee signed all the timesheets
- ✓ Timesheets have been double checked for completeness and accuracy BEFORE being sent
- ✓ All timesheets are clearly written
- ✓ ALL employees are submitted together in this fax

Timesheets are due into our office every Monday by noon; if you wish to fax them to our office before this, our fax is open 24/7.

If you want to confirm that we received your fax, please call our Front Desk at 989-832-5400 or 800-405-1032 ext. 0.

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