

### Timesheet Submittal Fax Coversheet

**To:** Stuart T. Wilson CPA PC

**Fax #:** 989-835-6208

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

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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