

TOLL FREE: 888.667.0562
U.S. FAX: 619.568.3513

Registered with Servicio de Administración
 Tributaria (SAT):
 #HRM0905084J0

Registered employer with Instituto Mexicano
 del Seguro Social (IMSS)
 #Z311720010-8

Note:

Complete this form
 electronically / save and
 send via email - or you can
 print, fill out and fax.

HR / PAYROLL PROPOSAL REQUEST DOCUMENT

Version 2.0

USA Company Information

Today's Date

Legal company name:

Main Address:

City:

State: Alabama

Zip:

Web site:

SIC code:

Business Desc.:

of EE's in USA:

Yrs in Biz:

DUNS #:

Nature of Business:

Contact name:

Contact email:

Job title:

Phone:

Ext.:

Fax:

Nextel Direct Connect:

**Check here if NOT APPLICABLE -
 No legal entity in Mexico**

**Check here if you do NOT want the Mexican
 company contacted at this time.**

Mexican Company Information (if applicable)

Legal company name:

Main Address:

City:

State:

Zip:

Web site:

Yrs in Biz:

Nature of Business:

Contact name:

Contact email:

Job title:

Phone:

Ext.:

Nextel Direct Connect:

Fax:

PROPOSAL REQUEST DOCUMENT CONTINUED

Remember to send the current copy of Mexican Payroll Reports by fax or email - **IF APPLICABLE**

Payroll Data

(1) Basis Currency
USD

(2) Payroll Currency
MXN - Mexican New Peso

First section is an **EXAMPLE** (If filling form out electronically, simply enter data to override example figures):

Job Class / Title	Number of employees in this group	(3) Base Salary per YR (basis currency)	(4) Allowances - car, etc. (basis currency)	(5) Number of Vacation days	(6) Type:
Reg. Sales Mgrs	5	\$150,000	\$15,000	6	Permanent

(7) Private Savings Plan and Match? No

(8) Private Medical Insurance? Med, Den, Vis & Life

Weekly Biweekly Semi-monthly Monthly

Estimated Start Date

Job Class / Title	Number of employees in this group	Base Salary per YR (basis currency)	Allowances car, etc. (basis currency)	Number of Vacation days	Type:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Permanent

Private Savings Plan and Match?

Private Medical Insurance?

Weekly Biweekly Semi-monthly Monthly

Estimated Start Date

Job Class / Title	Number of employees in this group	Base Salary per YR (basis currency)	Allowances car, etc. (basis currency)	Number of Vacation days	Type:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Permanent

Private Savings Plan and Match?

Private Medical Insurance?

Weekly Biweekly Semi-monthly Monthly

Estimated Start Date

Job Class / Title	Number of employees in this group	Base Salary per YR (basis currency)	Allowances car, etc. (basis currency)	Number of Vacation days	Type:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Permanent

Private Savings Plan and Match?

Private Medical Insurance?

Weekly Biweekly Semi-monthly Monthly

Estimated Start Date

(1) **Basis Currency:** This is the currency for that the proposed base salary is based on. Many clients propose the salary in USD for example and pay the employee in MXN.

(2) **Payroll Currency:** Currency the employee will be paid based on the Banamex window exchange rate at the time of processing.

(3) **Base Salary Per Year:** This is the annual base salary of the employee excluding total allowances & expense reimbursements.

(4) **Allowances:** The total annual allowances for the employee(s) to include car, health expenses, food, and fixed bonuses

(5) **Number of Vacation Days:** The vacation days negotiated with the employee(s) - minimum 6 days after one year service

(6) **Type:** Is this a permanent, seasonal or per project position?

(7) **Private Savings Plan & Match:** Some employees, based on negotiations receive a private savings plan and match. This is non-taxable and not subject to total costs and administrative fee

(8) **Private Medical Insurance:** Want to offer private insurance? Medical, Dental, Vision, Life - national first class plan AVERGAGES less than \$2,000 USD per year FOR FAMILY COVERAGE through METLIFE. (Most people do not want to use the socialized plan.)

PROPOSAL REQUEST DOCUMENT CONTINUED

We will provide you with a comprehensive proposal of costs and the employer obligations in Mexico as soon as we receive the information within 24 hours. You will receive a real education.

Our proposal includes **ALL** information and costs necessary for you to make a sound decision regarding your objectives in Mexico.

Miscellaneous Info

We have or will have a complete JOB DESCRIPTION including expectations, benchmarks, and goals/objectives

We have or will have a complete OFFER LETTER including salary / compensation, pay schedule, etc.

We have or will have POLICIES AND PROCEDURES specific to our company

We will require a separate CONFIDENTIALITY AGREEMENT for the employee(s)

Currently outsource all or some of HR functions

If so, to whom?

There are or will be non-Méxican nationals working in México

If so, How many?

Notes / Special Instructions: