

**INDEPENDENT SERVICE AUDITOR'S REPORT  
ON A DESCRIPTION OF A SERVICE ORGANIZATION'S SYSTEM AND  
THE SUITABILITY OF THE DESIGN AND OPERATING EFFECTIVENESS OF CONTROLS**

To: [Name of Company]

We have examined [Name of Company]'s description of its [type or name of] system for processing user entities' transactions [or identification of the function performed by the system] throughout the period [beginning of review period date] to [end of review period date] (description) and the suitability of the design and operating effectiveness of controls to achieve the related control objectives stated in the description.

On page [XX] of the description, [Name of Company] has provided an assertion about the fairness of the presentation of the description and suitability of the design and operating effectiveness of the controls to achieve the related control objectives stated in the description. [Name of Company] is responsible for preparing the description and for the assertion, including the completeness, accuracy, and method of presentation of the description and the assertion, providing the services covered by the description, specifying the control objectives and stating them in the description, identifying the risks that threaten the achievement of the control objectives, selecting the criteria, and designing, implementing, and documenting controls to achieve the related control objectives stated in the description.

Our responsibility is to express an opinion on the fairness of the presentation of the description and on the suitability of the design and operating effectiveness of the controls to achieve the related control objectives stated in the description, based on our examination. We conducted our examination in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform our examination to obtain reasonable assurance about whether, in all material respects, the description is fairly presented and the controls were suitably designed and operating effectively to achieve the related control objectives stated in the description throughout the period [beginning of review period date] to [end of review period date].

An examination of a description of a service organization's system and the suitability of the design and operating effectiveness of the service organization's controls to achieve the related control objectives stated in the description involves performing procedures to obtain evidence about the fairness of the presentation of the description and the suitability of the design and operating effectiveness of those controls to achieve the related control objectives stated in the description. Our procedures included assessing the risks that the description is not fairly presented and that the controls were not suitably designed or operating effectively to achieve the related control objectives stated in the description. Our procedures also included testing the operating effectiveness of those controls that we consider necessary to provide reasonable assurance that the related control objectives stated in the description were achieved. An examination engagement of this type also includes evaluating the overall presentation of the description and the suitability of the control objectives stated therein, and the suitability of the criteria specified by the service organization and described at page [AA]. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Because of their nature, controls at a service organization may not prevent, or detect and correct, all errors or omissions in processing or reporting transactions [or identification of the function performed by the system]. Also, the projection to the future of any evaluation of the fairness of the presentation of the description, or conclusions about the suitability of the design or operating effectiveness of the controls to achieve the related control objectives is subject to the risk that controls at a service organization may become inadequate or fail.

In our opinion, in all material respects, based on the criteria described in [Name of Company]'s assertion on page [AA],

- a. the description fairly presents the [type or name of] system that was designed and implemented throughout the period [beginning of review period date] to [end of review period date].
- b. the controls related to the control objectives stated in the description were suitably designed to provide reasonable assurance that the control objectives would be achieved if the controls operated effectively throughout the period [beginning of review period date] to [end of review period date].
- c. the controls tested, which were those necessary to provide reasonable assurance that the control objectives stated in the description were achieved, operated effectively throughout the period [beginning of review period date] to [end of review period date].

The specific controls tested and the nature, timing, and results of those tests are listed on pages [YY-ZZ].

This report, including the description of tests of controls and results thereof on pages [YY-ZZ], is intended solely for the information and use of [Name of Company], user entities of [Name of Company]'s [type or name of] system during some or all of the period [beginning of review period date] to [end of review period date], and the independent auditors of such user entities, who have a sufficient understating to consider it, along with other information including information about controls implemented by user entities themselves, when assessing the risks of material misstatements of user entities' financial statements. This report is not intended to be and should not be used by anyone other than these specified parties.

[Service auditor's signature]  
[Date of the service auditor's report]  
[Service auditor's city and state]