



## VERIFICATION OPINION DECLARATION GREENHOUSE GAS EMISSIONS

To: The Stakeholders of Paychex, Inc.

APEX Companies LLC, (Apex) was engaged to conduct an independent verification of the greenhouse gas (GHG) emissions reported by Paychex, Inc. (Paychex) for the period stated below. This verification opinion declaration applies to the related information included within the scope of work described below.

The determination of the GHG emissions is the sole responsibility of Paychex. Paychex is responsible for the preparation and fair presentation of the GHG emissions statement in accordance with the criteria. Apex's sole responsibility was to provide an independent verification opinion on the accuracy of the GHG emissions reported and on the underlying systems and processes used to collect, analyze and review the information. Apex is responsible for expressing an opinion on the GHG emissions statement based on the verification. Verification activities applied in a limited level of assurance are less extensive in nature, timing and extent than in a reasonable level of assurance verification.

### **Boundaries of the reporting company GHG emissions covered by the verification:**

- Financial Control
- Worldwide
- Exclusions:
  - Refrigerants

**Type of GHGs:** CO<sub>2</sub>, N<sub>2</sub>O, CH<sub>4</sub>

### **GHG Emissions Statement:**

- **Scope 1:** 2,172 metric tons of CO<sub>2</sub> equivalent
- **Scope 2 (Location-Based):** 4,528 metric tons of CO<sub>2</sub> equivalent
- **Scope 2 (Market-Based):** 4,528 metric tons of CO<sub>2</sub> equivalent
- **Scope 3:**
  - Upstream Transportation and Distribution (United States only): 10,332 metric tons of CO<sub>2</sub> equivalent
  - Business Travel (United States only): 2,109 metric tons of CO<sub>2</sub> equivalent
  - Employee Commute (United States only): 3,426 metric tons of CO<sub>2</sub> equivalent
  - Upstream Leased Assets (Market-Based): 6,765 metric tons of CO<sub>2</sub> equivalent

Data and information supporting the Scope 1, Scope 2, and Scope 3 GHG emissions statement were in most cases estimated rather than historical in nature.

### **Global Warming Potential (GWP) and emission factor data sets:**

- GWP: Intergovernmental Panel on Climate Change (IPCC) Fifth Assessment Report (AR-5)
- Association of Issuing Bodies (AIB) European Residual Mix Factors 2023, released 2024
- 2023 Green-e® Residual Mix Emissions Rates (2021 Data)
- International Energy Agency (IEA) Emission Factors 2021
- United States Environmental Protection Agency (USEPA) Emission Factor Hub, released 2024



- USEPA Emissions & Generation Resource Integrated Database (eGRID) 2022, released 2024
- USEPA Supply Chain Greenhouse Gas Emission Factors v1.3

**Period covered by GHG emissions verification:**

- June 1, 2023 to May 31, 2024

**Criteria against which verification was conducted:**

- World Resources Institute (WRI)/World Business Council for Sustainable Development (WBCSD) Greenhouse Gas (GHG) Protocol Corporate Accounting and Reporting Standard (Scope 1 and 2)
- WRI/WBCSD Greenhouse Gas Protocol Corporate Value Chain Accounting and Reporting Standard (Scope 3)

**Reference Standard:**

- ISO 14064-3 (2019-04) Second Edition: Greenhouse gases -- Part 3: Specification with guidance for the verification and validation of greenhouse gas statements

**Level of Assurance and Qualifications:**

- Limited
- This verification used a materiality threshold of 5% for aggregate errors in sampled data for each of the above indicators.

**GHG Verification Methodology:**

Evidence-gathering procedures included but were not limited to:

- Interviews with relevant personnel of Paychex;
- Review of documentary evidence produced by Paychex;
- Review of Paychex data and information systems and methodology for collection, aggregation, analysis and review of information used to determine GHG emissions; and
- Audit of sample of data used by Paychex to determine GHG emissions.

**Verification Opinion:**

Based on the verification process and procedures conducted to a limited assurance level of the GHG emissions statement shown above, Apex found no evidence that the GHG emissions statement:

- is not materially correct and is not a fair representation of the GHG emissions data and information; and
- has not been prepared in accordance with the WRI/WBCSD GHG Protocol Corporate Accounting and Reporting Standard (Scope 1 and 2) and WRI/WBCSD Greenhouse Gas Protocol Corporate Value Chain Accounting and Reporting Standard (Scope 3).

It is our opinion that Paychex has established appropriate systems for the collection, aggregation and analysis of quantitative data for determination of these GHG emissions for the stated period and boundaries.

**Statement of independence, impartiality and competence**

Apex is an independent professional services company that specializes in Health, Safety, Social and Environmental management services including assurance with over 30 years history in providing these services.



No member of the verification team has a business relationship with Paychex, its Directors or Managers beyond that required of this assignment. We conducted this verification independently and to our knowledge there has been no conflict of interest.

Apex has implemented a Code of Ethics across the business to maintain high ethical standards among staff in their day-to-day business activities.

The verification team has extensive experience in conducting assurance over environmental, social, ethical and health and safety information, systems and processes, has over 20 years combined experience in this field and an excellent understanding of Apex's standard methodology for the verification of greenhouse gas emissions data.

**Attestation:**

A handwritten signature in black ink, appearing to read 'L. Gates'.

Lindsey Gates, Lead Verifier  
ESG Project Manager  
Apex Companies, LLC  
Denver, Colorado

A handwritten signature in blue ink, appearing to read 'David Reilly'.

David Reilly, Technical Reviewer  
Principal Consultant  
Apex Companies, LLC  
Santa Ana, California

February 4, 2025

*This verification opinion declaration, including the opinion expressed herein, is provided to Paychex and is solely for the benefit of Paychex in accordance with the terms of our agreement. We consent to the release of this declaration by you to the public or other organizations but without accepting or assuming any responsibility or liability on our part to any other party who may have access to this opinion declaration.*