

Date:

To: (Prior payroll service)

From: Client Name _____

Client Number _____

Re: Termination of services at quarter end

Thank you for handling our payroll in the past. Please be advised that as of _____,
(check date of last payroll on prior service)

we no longer require your services. Please be advised that all Powers of Attorney are hereby null and void.

As of _____ please do the following:
(check date of last payroll on prior service)

- **Deposit** all unpaid FUTA and SUTA liabilities that you hold in escrow for our company for quarter ending _____
- **Prepare and File** all tax returns for quarter ended _____
- **Do not** prepare W-2's for our employees
- **Send immediately** a record of all year to date employee information, all year to date deposits, and copies of all tax returns for prior quarters this year.

Thank you for your prompt attention and cooperation. Should you have any questions, please do not hesitate to contact me.

Sincerely,