

Date:

To:

From:

Re: Termination of services at year 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 **December 31,** \_\_\_\_\_  
(year)
- **Prepare and File** all tax returns for quarter ending **December 31,** \_\_\_\_\_  
(year)
- **Prepare and file all W-2's** for our employees for the year ending **December 31,** \_\_\_\_\_  
(year)
- **Send immediately** copies of all tax returns filed for the year \_\_\_\_\_  
(year)

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

Sincerely,