

Date:

To:

To whom it may concern:

This serves as notification that effective \_\_\_\_\_, we will no longer be utilizing your payroll and tax filing service. We appreciate the service you have provided for us.

Effective \_\_\_\_\_, please DO the following:

1. Send us a final report showing year-to-date (YTD) and current quarter-to-date (QTD) totals for all active, inactive or terminated employees that we have paid in the \_\_\_\_\_ calendar year.
2. Deposit immediately any FICA, Federal, State Unemployment (SUTA), Federal Unemployment Insurance (FUTA) and state withholding for the \_\_\_\_\_ quarter.
3. Refund to us all Local Withholding, State Unemployment (SUTA) and Federal Unemployment Insurance (FUTA) that you are currently holding for the \_\_\_\_\_ quarter.

After making final deposits for our account mentioned above, we do hereby cancel any power of attorney you hold to represent us in any regard to any bank or government agency.

Thank you for your timely attention to these matters.

Sincerely,