

FROM: \_\_\_\_\_

To Whom It May Concern,

Date \_\_\_\_\_

Please be advised that we wish to **cancel our payroll services with your company**. Please accomplish the following:

- Send us a final report showing year-to-date and current quarter totals for all active, inactive or terminated employees that we have paid during the current tax year.
- Send us a report showing all deposits made on our behalf during the current tax year.
- Immediately deposit any FICA or Federal Withholding Taxes (federal liabilities) or State Withholding Liabilities you are holding for our account.
- Refund directly to us any State Unemployment Insurance (SUI) or Federal Unemployment Insurance (FUI) taxes you are currently holding undeposited for our account.

**Please do not do the following:**

- Submit for our account any further quarterly payroll tax returns beyond quarter 4, 2009 to any tax agency, federal, state or local.
- Submit for our account any annual payroll tax or information returns to any tax agency, federal, state or local.

After you have made any final deposits for our account as we outlined above, WE DO HEREBY CANCEL ANY POWER OF ATTORNEY YOU HOLD TO REPRESENT US IN ANY REGARD TO ANY BANK OR GOVERNMENT AGENCY.

This request is effective **IMMEDIATELY**.

**Sincerely,**