

Date: _____

To: _____

Client Name: _____

Client #: _____

To whom it may concern:

This serves as notification that we will no longer be utilizing your payroll and tax filing services. We appreciate the services that you have provided to us.

EFFECTIVE IMMEDIATELY, PLEASE DO THE FOLLOWING:

_____ Refund to me my Federal Withholding Taxes

_____ Deposit my Federal Withholding Taxes

_____ Refund to me my State Withholding Taxes

_____ Deposit my State Withholding Taxes

_____ Refund to me my Local Withholding Taxes

_____ Deposit my Local Withholding Taxes

_____ Refund to me my Federal Unemployment Taxes

_____ Deposit my Federal Unemployment Taxes

_____ Refund to me my State Unemployment Taxes

_____ Deposit my State Unemployment Taxes

File Returns for Quarter # _____ Yes No

File Annual Returns for year _____ Yes No

Prepare W2's for year _____ Yes No

After making the final payments 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,