



Example Mid-Quarter Termination Letter

To: Joe Smith
ABC Company
1111 Main St.
Town, State, Zip

From: Name Here
Company Name
Company Address
Town, State Zip

Re: Termination of Payroll Services for Mid-Quarter

To Whom It May Concern: Date Here

This letter's intent is to inform you that we wish to terminate our payroll service with your company, effective _____.

Please deposit all Federal 941 taxes in escrow, as well as all State withholding taxes in escrow. Additionally, we request an immediate return of accrued FUTA and SUI liabilities for this quarter.

Please **do not** file our _____ quarter Quarterly Reports and **do not file/process** our 2015 year-end payroll tax return and W-2s.

Should your company fail to provide timely tax deposits and/or erroneously files our returns or W-2s, your company shall be held liable for any incurred expenses.

Sincerely,