



**Absolution Letter
Responsibility for Penalties & Interest**

Company Legal Name:

Company ID (BCL):

Due to the timing of my adjustments, I understand and agree that Business Online Payroll cannot guarantee timely deposits of my payroll taxes. Business Online Payroll will make reasonable efforts to deposit the tax liabilities timely. However, should penalties and/or interest be incurred, I absolve Business Online Payroll and accept full responsibility for such penalties and interest charges.

Check Date:

Processing Date:

Quarter: ☐ 1 ☐ 2 ☐ 3 ☐ 4

Year:

Taxing Agency Liabilities

To complete, please: Check all taxing agencies that apply and enter the approximate tax liability for the agency.

- | | |
|---|----|
| <input type="checkbox"/> Federal Withholding – approximate liability | \$ |
| <input type="checkbox"/> Social Security & Medicare – approximate liability | \$ |
| <input type="checkbox"/> State Withholding – approximate liability | \$ |
| <input type="checkbox"/> State Unemployment/State Disability – approximate liability | \$ |
| <input type="checkbox"/> City/Local/School District Withholding – approximate liability | \$ |
| <input type="checkbox"/> Payroll Reversal (also complete section below) – approximate liability | \$ |

Cause of Adjustment(s), Amendment(s) and/ or Late Tax Deposits

To complete, please: Check all that apply.

- | | |
|--|---|
| <input type="checkbox"/> Bonus Payroll Processing | <input type="checkbox"/> Manual Check |
| <input type="checkbox"/> Deduction Adjustment | <input type="checkbox"/> One-Time Schedule Change |
| <input type="checkbox"/> Earning Adjustment | <input type="checkbox"/> Prior Payroll Balance Adjustment |
| <input type="checkbox"/> Employee Withholding Adjustment | <input type="checkbox"/> Prior Payroll Tax Adjustment |
| <input type="checkbox"/> Entity Change | <input type="checkbox"/> Retirement Plan Adjustment |
| <input type="checkbox"/> Incorrect Tax Agency or ID Number | <input type="checkbox"/> Voided Check |
| | <input type="checkbox"/> Other (please describe): |

Payroll Reversal (Credit Payroll Only)

Payroll Adjustments provided to Business Online Payroll dated _____ may result in a tax credit. Business Online Payroll will apply a resulting credit against available/future undeposited taxes. However, if such credit exceeds undeposited taxes at the close of the quarter, in which the credit accrued, then the appropriate tax agency should issue the applicable refund to you approximately 6-8 weeks after the tax returns have been filed. Please contact your taxing agency for further information.

Customer Signature

Date

Please Print Name and Title

For Payroll Service Use Only

CSR

Check Date

Manager

Date