***PAYCHEX* Client Separation Agreement**

# Please provide the following information, so that we can accurately close your account.

Client#

Client Name

Effective date of loss:

Reason for leaving (i.e. out of business, zero employee’s):

How will you handle your payroll in the future?

\*\*Note: If you are keeping your Federal ID number active YOU would be responsible for filing all quarterly/annual returns once separated from Paychex even if you have zero active employees..

Filing Requirements:

Do you need returns for this quarter? **⁪**Yes **⁪**No Would you like for Taxpay to file the returns? **⁪**Yes **⁪**No Do you require W-2s and year-end returns? **⁪**Yes **⁪**No

\*\*Note: You may be responsible for filing year-end returns if it is not the fourth quarter.

Taxpay Clients: We will return any unpaid liability to your bank account approximately two weeks after your account has been closed. Any amounts due prior to closing the account will be paid.

All further correspondence should be mailed to:

If you participate in any of our HR services (401(k), S125, Workers’ Comp), please contact the department directly at 800-472-0072, and inform them that you are canceling your service.

Name:

Signature:

Title:

Date:

We thank you for using our service. Should you require further assistance, please contact your payroll specialist. If you ever need to reopen your account, please call us at 877-474-4420.

# Note: If your account has been closed for 30 days and you would like to reactivate your account, it may be necessary for us to set you up as a new client.