

This is an example of the Urgent Payroll Issue E-Mail. Individual letters are specific to your payroll service. The items bolded and underlined in this letter are customized to your payroll account in the e-mail sent regarding your payroll return notification.

Intuit Payroll Service

Financial Resolutions Group
6884 Sierra Center Parkway
Reno, NV 89511

Date e-mail sent to company

Name of Company
Address of Company

RE: Company Payroll Account Suspension

Payroll Contact or Primary Principle Name:

This is the reason your financial institution returned Intuit's debit for payroll. If you have any further questions regarding the reason of return, please contact your financial institution.

Our attempt to debit the payroll account to cover the **payroll date** was returned for **reason of return**. The company's payroll account has been suspended until the amount of **amount owed to Intuit** has been received in full. This amount includes: the payroll debit amount, plus a \$75.00 Processing Return Fee.

To prevent further collection activity, please remit payment today by sending Intuit a Bank Wire Transfer. Upon receipt of payment, we will note an occurrence and promptly remove the suspension on the payroll account.

Bank Wire Transfer Information:

Beneficiary Name: **Intuit Inc.**
Intuit Bank Name: **Name of Intuit's Bank**
Address of Intuit's Bank

Please take this information to your financial institution so they have the necessary information to process a bank wire transfer to Intuit.

ABA/RT Number: **Routing number for Intuit's bank**
Account Number: **Account number for Intuit's bank**
Wire Reference No: **Your Company's wire reference number and name of your Company**

If the wire transfer is not received by 12:00 PM PST, one business day from the date of this notification (**see date e-mail sent to company, which is listed above**), Intuit will take further collection action. **Remember**, the company is responsible for ongoing payroll tax matters, including any penalty or interest fees assessed by the taxing agency(s).

Please remember: Intuit processes the payroll debit one business day before the payroll check date, which is the date you want your employees to be paid. **It is the company's responsibility to ensure the payroll bank account is funded the moment you transmit payroll and funds are available for debit.**

We appreciate your business and prompt action in resolving this matter.

Sincerely,

Financial Resolutions Group

Financial Resolutions Group
Intuit Payroll Services