

## Request to Cancel Payroll Service

This form must be filled out completely and signed by an authorized person before your cancellation of payroll service can be finished.

Please indicate which payroll service you are cancelling:

- Assisted QuickBooks Subscription (Assisted Payroll Only) Employee Organizer (Assisted Only)
- Or
- Complete

### Section 1 - Company Information

Company Name: \_\_\_\_\_ Federal ID # (EIN): \_\_\_\_\_

Effective Date of Cancellation: \_\_\_\_\_ Date of check(s) for last payroll: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Company #: \_\_\_\_\_

All fields, including e-mail, must be completed

### Section 2 - Payroll Tax Information

Indicate the last **Quarter** and **Year** that you would like us to file returns:  
3/31-1st Qtr 06/30-2nd Qtr 09/30-3rd Qtr 12/31-4th Qtr None Year: \_\_\_\_\_

**\*\*IMPORTANT\*\* If you will continue running payroll outside of our service this year with the same Federal ID number, you should not have Intuit Payroll Service file returns for a quarter for which we do not have all of the wages, as you will be creating duplicate Federal and State tax filings, which will cause tax notices.**

Will you be using another Payroll Service and if so, which one?

Would you like Intuit to prepare and file your W2s? YES NO

If yes, normal fees will apply and be debited from your bank account at the time of cancellation. Once you cancel service, you lose the ability to Self-Print your W2s. You will be charged for W2s and your employees will receive their copies in January.

Future address if different than current:

Street Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_

Do you want Intuit to close the **payroll portion** of your Federal EIN with the IRS? YES NO  
(This means that we will file the 4<sup>th</sup> Qtr 941 and 940 returns marked as "final" to tell the IRS that you are done paying employees under this Federal Identification Number)

**Complete Payroll Customers Only:** The current year's Payroll History CD is available in March of the following year. Would you like a copy for \$45.00? YES NO

If yes, your account will be debited at the time of cancellation.

### Section 3 - What has changed for your business that we are unable to support?

- Sold/Closed Seasonal Business No employees at this time Consolidating Service(s)
- Insufficient Product/Features/Services Pricing Tax Errors Service Related Issues

Please explain so that we may improve our products and services:

### Section 4 - Authorization to Cancel Service

Signature of a principal or duly authorized officer of the company is required.

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please fax this form to 1.888.522.4595  
 Or email to: Retention\_Fax@intuit.com  
 Or mail to: **Intuit Payroll Services**  
 Attn: **Cancellation Desk**  
 P.O. Box 30005  
 Reno, NV 89520-3005