

# Intuit Full Service Payroll



## Request to Cancel Payroll Service

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

*All fields, including e-mail, must be completed*

### Section 1 - Company Information

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

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

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

E-mail Address: \_\_\_\_\_

### 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 Full Service Payroll file quarterly returns or forms. Doing so could cause duplicate form filings resulting in tax notices from the IRS and state agencies.*

Will you be using another Payroll Service? Yes    No

If so, which one? \_\_\_\_\_

Would you like Intuit to prepare and file your W-2s? Yes    No

Do you want Intuit to close the Payroll Portion of your FEIN with the IRS? Yes    No

(This means that we will file the 4th Qtr 941 and 940 marked as "final" to tell the IRS that you are done paying employees under this Federal Identification Number)

**\*\*Attention\*\*** *If you have processed payroll(s) in a quarter that you don't want Intuit to file,*

*Intuit will not make tax payments unless we have already debited the taxes.*

### Section 3 - Why have you chosen to terminate your payroll service with us?

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

*By signing below you verify that you are authorized and want to request to cancel service.*

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

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

Follow the instructions to send us the form:  
<http://payroll.intuit.com/support/kb/1002641.html>