

FAX

TO: Full Service Payroll

FROM:

FAX: **800.786.9598**

OF PAGES:

PHONE: 866.640.9987

PHONE:

SUBJECT: New Tax Notice

DATE:

FAX INSTRUCTIONS:

1. Gather the documents you're going to fax to us.
2. Print this cover sheet.
3. Fill out this cover sheet. Make sure you include the number of pages you're faxing, including the cover.
4. Fax the cover *and* your tax notice documents to **800.786.9598**.

MESSAGE (OPTIONAL):