# 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.*

### Section 1 - Company Information

Company Name: _____ Federal ID # (EIN): _____

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

E-mail Address: _____ Daytime Phone #: _____

### Section 2 - Payroll Tax Information

****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.

****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.

Indicate the last **Quarter** and **Year** that you would like us to file returns:

**1st Qtr** ☐ **2nd Qtr** ☐ **3rd Qtr** ☐ **4th Qtr Annual/W2s** ☐ **None** ☐ **Year:** _____

Will you continue to run payroll with the same EIN this year? ☐ Yes ☐ No

If so, with who? _____

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

Do you want Intuit to close the Payroll Portion of your EIN 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)

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

☐ Sold/Close ☐ Seasonal ☐ No Employees ☐ Consolidating Service(s) ☐ Employee Leasing/PEO

☐ Insufficient Product Features ☐ Pricing ☐ Tax Errors ☐ Customer Service

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