

Date of Service Termination: _____

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Company Code: _____

Company Name: _____

Section 1: Type of Termination

Term T	DO NOT file any remaining quarterly or annual returns including W-2's. Return any unpaid taxes.
Term F	DO file any remaining quarterly and annual returns including W2's. Mark returns as "Final" to inform agencies that future returns will not be filed. (\$50 FEE PER ZERO RETURN AND YEAR END/W-2 PROCESSING FEES APPLY. Please complete Section 2.)
Term Q	DO File any returns that apply to the current quarter of termination and make necessary tax deposits. YEAR END/W-2 PROCESSING FEES MAY APPLY.

Section 2: Billing Information
Only required if Term F or fourth quarter Term Q AND using a different bank account

Please attach either (a) a voided check or (b) a letter on bank letterhead with full account number, routing, and name on the account, to verify the bank account information below is correct.

Name on Account		<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Routing/Transit		
Account Number		

I am authorized on this bank account and approve Pay-Net to debit this account for all fees related to any zero returns filed and year-end processing and form fees (such as W-2s). I understand these fees will come out of my bank account DURING the termination process. Initial Here

Section 3: Other Information

Reason for Termination	
Would you consider coming back to Pay-Net?	
Name of New Provider	
Forwarding Address (used for all future correspondence)	Address: Phone: Email Address:

Section 4: Data Hosting Agreement

Pay-Net will continue to host your data online and keep current users' access active until such time as Pay- Net is given written and signed authorization to deactivate your account and purge your company's data from the ReadyPay Online System (required 30 days before desired access termination date).

A monthly data hosting fee of \$1.00 per employee (averaged over last 12 months of service, \$50.00 minimum) will be assessed at the 1st of each month for the 30 days' hosting after the billing date.

If you wish to terminate Data Hosting with Pay-Net immediately, initial here:

Section 5: Timekeeping

Does your company use a Timekeeping System integrated with Pay-Net? YES* NO

*If Yes, will you need continued access to your timekeeping system? YES** NO

****If you require continued access to Pay-Net's Timekeeping System, please speak with a Customer Service Representative to ensure your service continues uninterrupted.**

Client Representative Name

Client Representative Signature

Internal Use Only

Notes:

Date Received:

Received By: