

# SERVICE TERMINATION REQUEST



Client Information:

Company Legal Name: \_\_\_\_\_ FEIN: \_\_\_\_\_

Final Payroll Check date with Journey: \_\_\_\_\_

We hate to see you go! If there is anything that we can do to keep your business, please contact Ashlee Faulkner at [ashleef@journeypayroll.com](mailto:ashleef@journeypayroll.com)

**How would you like us to close your Payroll Tax Account? Please select one of the following:**

- I am closing my business**, and no longer need payroll services. I am aware that even though my business is closing, I am still required to make all Quarterly and Year End payroll tax report filings to the proper tax entities, which includes W2s. I will be taking care of these reports myself. I do not want to utilize Journey for any further tax reporting.
- I am closing my business**, however I would like to have Journey Payroll furnish the required Quarterly and Annual payroll tax reporting for the current calendar year. The cost for this service is \$139.00 per Quarter, plus \$68.00 for Year End Processing and \$6.25 per W2. \*Please note that these fees will be collected immediately.
- I am moving to a new payroll processor** and do not require any further tax filing by Journey. I understand that all taxes that have been collected by Journey but remain unpaid as of the date of this notice, will be returned to me. I will be responsible for making any outstanding tax deposits and filing any future tax reports.
- I am moving to a new payroll processor** and require that Journey make tax deposits and tax filings for the calendar quarter containing my final payroll check date, and stop any future tax filings beyond that quarter.
- I am moving to a PEO** (Professional Employers Organization), I realize that I will still be required to file quarterly returns and W2s upon year end for my business EIN. I am assuming liability for filing these returns and no longer require Journey's services. I will notify Journey immediately if reporting services are still needed through year end.

***I acknowledge that I will have 30 days from my last check date to backup all payroll information from my HUB account. After 30 days, I will no longer have access & will have to make other arrangements to get any payroll information that I may need.***

Signature \_\_\_\_\_

Upon completion, this request letter should be emailed directly to your Journey Payroll Specialist.  
***If no response is received within 7 to 10 days, then we will proceed with a selection of Option 3.***



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