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RE: Preparation of 1st Quarter 2020 Payroll Tax Filing

Dear Client:

Your 1ST quarter 2020 payroll tax returns for the IRS and State of New Jersey are due to be filed by April 30, 2020. Please provide me with the following information **no later than Friday, April 10, 2020** for the past quarter (1/1/20 – 3/31/20) so that I can file your return on your behalf with sufficient time:

- 1.) Names of Individuals who received payroll payments
- 2.) Gross Payroll by date and a summary of any tax withholdings that were made on behalf of any employees
- 3.) Your bank routing number and account number so that the payroll tax can be debited from your account and paid electronically

If you have any questions, please let me know. Thank you for your assistance.

Joseph-Paul Timpano, CPA