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RE: Preparation of 4th Quarter 2019 Payroll Tax Filing

Dear Client:

Your 4th quarter 2019 payroll tax returns are due to be filed by January 31, 2020 (to IRS) and by January 30, 2020 (to the State of New Jersey). Please provide me with the following information **no later than Friday, January 10, 2020** for the past quarter (10/1/19 – 12/31/19) 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