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RE: Preparation of 4th Quarter 2020 Payroll Tax Filing

Dear Client:

Please provide our office with the following information **no later than Sunday, January 10, 2021** for the past quarter (10/1/20 – 12/31/20) so that we can file your IRS and state payroll tax returns 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 us know. Thank you for your assistance.

JPT FINANCIAL SOLUTIONS, INC.