



Four States Payroll, LLC
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Information Received From Taxing Agency Authorities

Dear Four States Payroll Client:

This letter is a reminder that you must forward, within 72 hours of receipt, to Four States Payroll, LLC any information you may receive from your Federal or State Taxing Authorities, including:

- **Changes to your Unemployment Tax Rates**
- **Notices of Under/Overpayment**
- **Notices of Non-payment**
- **Requests for Information**
- **Changes to your Filing Frequency**
- **Notices of Intent to levy**
- **Notices of FTD / Estimated Payments Discrepancies**

This requirement is found in section 1.B (4) of your Terms and Conditions. Due to strict confidentiality rules, taxing authorities generally are not permitted to forward tax rate updates and other notices to anyone other than the employer. Our policy is to have all tax related correspondence flow through the employer so that you are aware of all activities related to your tax accounts.

Failure to forward relevant information from tax authorities is the largest cause of tax delinquency notices. Four States Payroll, LLC is not responsible for tax penalties caused by failure to adhere to this policy.

Please be aware that you are responsible for the timely filing of employment tax returns and the timely payment of employment taxes for your employees, even if you have authorized a third party to file the returns and make the payments. Therefore, the Internal Revenue Service recommends that you enroll in the US Treasury Department's Electronic Federal Tax Payment System (EFTPS) to monitor your account and ensure that timely tax payments are being made for you. You may enroll in the EFTPS online at www.eftps.gov, or call (800) 555-4477 for an enrollment form.

If you have additional questions, please contact your Payroll Processor.

Thank you for your cooperation in this matter.

Sincerely,
Four States Payroll LLC