



## THE CLEAN SWITCH CHECKLIST

# Switch Payroll Providers Without Triggering a Tax Mistake

Structured Payroll Transitions for Business Owners & CPAs

### BEFORE YOU TERMINATE SERVICE

#### 1 Reconcile Quarter-to-Date Payroll Totals

Confirm wages, taxes, and deductions match your general ledger.

#### 2 Verify All Federal & State Tax Deposits Cleared

Ensure no pending ACH debits remain.



#### 3 Confirm 941 & State Filings Are Complete

Request proof of filing and payment confirmations.

### Ready for a Clean Payroll Transition?

Let Pink Payroll handle your transition from start to finish—including reconciliation, tax verification, and final filings.

Start here: [pinkpayroll.com/quick-quote](https://pinkpayroll.com/quick-quote)

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