

Tax Refund for New Client Questionnaire

Company Name: _____

Please complete & fax to Pink Payroll at 866-212-5570 or email to payroll@pinkpayroll.com

CALL YOUR CURRENT PAYROLL COMPANY WITH THESE QUESTIONS:

Payroll Company Name: _____-

The FUTA and SUTA/ETT taxes are usually not paid to the IRS and State by your current payroll processor until the end of the calendar quarter or year. **Please call** and ask what they will do with your current year payments:

**All taxes (liabilities) collected from you by your prior payroll processor are assumed to be paid unless you tell us otherwise.*

	FUTA Refund:	SUTA Refund	ETT Refund	TOTAL
Will Refund to you:	Y N \$_____	\$_____	\$_____	\$_____
Or, they will pay to IRS & State:	Y N			

If you tell us they will refund, we will withdraw the taxes from a next payroll so that we may pay.

Ask the payroll company if there are any other taxes they have collected from you but will not pay to the agency (and will refund to you).

Type _____ \$ _____
Type _____ \$ _____

Name of who you spoke to _____ date __/__/__

CURRENT PAYROLL SERVICE CANCELLATION:

(Optional – we can provide you a form letter filled out with your account info)

While on the phone you may cancel your current payroll service. Do not cancel if we still need info.

Provider Name: _____ Phone Number _____
Acct # _____

Cancellation Verification: By: _____ Operator on _____ date