



USA Payroll, Inc.  
2601 Lac De Ville Blvd  
Rochester, New York 14618  
Phone: 585-427-2010 Fax: 585-427-2293

Dear Tax Service Client,

Welcome to USA Payroll, Inc.

As a Tax Service client with USA Payroll, Inc., you will have access to all of your quarterly and annual return information electronically. This will allow you to confidentially view and print copies of your payroll returns at any time that is convenient for you without having to wait for paper copies to be sent to you on a quarterly/annual basis.

In order for us to enable you and/or your CPA to have access to all of your payroll tax return information, we need some additional information as indicated at the bottom of this letter.

We are asking that you please provide us with the name of a contact person that you would like to designate to have access to the electronic quarterly/annual returns and an email address for your company so that we can notify you when your returns are available for you electronically.

During your first quarter in which you are processing with us, you will be provided with an automated email notification which will include your user name specific to your company (we will use your email address as your user name), an encrypted password (that you will be able to change at any time), and the link to the secured site where you can access copies of your payroll tax returns.

We appreciate your business!

Sincerely,

USA Payroll, Inc.

**Please complete the information below and submit to your Sales Representative:**

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**Quarterly & Annual (W-2's) Electronic Information:**

Client Name: \_\_\_\_\_

Tax Return Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

**For CPA Access Authorization:**

Please allow my accountant access to the following:

Evolution Access:                     Yes                     No

Quarterly/Annual Return Access:    Yes                     No

If Yes to any of the above, provide:

CPA Name \_\_\_\_\_ and CPA Email Address: \_\_\_\_\_

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_