

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Employer Identification Number - EIN]

[Date]

[Tax Authority Name]
[Tax Authority Address]
[City, State, Zip Code]

RE: Notice of Change of Payroll/Tax Servicing Agent

To Whom It May Concern,

This letter serves as official notification that [Your Company Name] has changed its third-party tax service provider.

Previous Servicer Information:

Name: [Old Servicer Name]
Effective End Date: [Date]

New Servicer Information:

Name: [New Servicer Name]
Address: [New Servicer Address]
Effective Start Date: [Date]

Please update your records to reflect this change. All future tax correspondence, reporting forms, and payment notifications should be directed to the new servicer listed above. We have enclosed the required Power of Attorney (POA) forms authorizing [New Servicer Name] to act on our behalf for tax filing and reporting purposes.

If you require additional documentation or have questions regarding this transition, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Authorized Signature]
[Printed Name]
[Title]