

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Tax Code and Payroll Verification Assurance

Dear [Client Contact Name],

This letter serves to formally verify the tax code status and payroll processing details for [Employee Name] (Employee ID: [ID Number]), as requested for your records.

We confirm that the following information is currently active and accurate within our payroll system:

- **Current Tax Code:** [Insert Tax Code]
- **Basis:** [Cumulative / Non-Cumulative]
- **Payroll Frequency:** [Monthly / Bi-Weekly / Weekly]
- **Verification Period:** [Start Date] to [End Date]

Our payroll department ensures that all statutory deductions, including income tax and social security contributions, are calculated in accordance with current government legislation and the tax codes issued by the relevant revenue authorities.

We provide assurance that all payroll data transmitted is subjected to internal audits to maintain compliance and accuracy. Should there be any future adjustments to the tax code as notified by the tax office, these will be updated in the subsequent payroll cycle.

If you require any further documentation or have specific questions regarding this verification, please contact our payroll department at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Job Title]

[Company Name]