



**Client Acknowledgement**

I hereby request CTR Payroll to stop impounding Federal 941 Employer Matching FICA Social Security payroll taxes for my company. These taxes will not be impounded or deposited by CTR Payroll until 1/1/2021 unless I otherwise instruct CTR Payroll to begin impounding and paying the taxes sooner via written request to your CTR Support Representative.

I understand that these taxes will be due by the following due dates:

- 50% of taxes unpaid will be due by 12/31/2021
- 50% of taxes unpaid will be due by 12/31/2022

CTR Payroll will not have any liability for penalties and interest due to my company’s failure to comply with the requirements of this program, including payment of taxes by applicable due dates.

My company will notify CTR Payroll when my company is no longer eligible for this relief following loan forgiveness under the Paycheck Protection Program or in the event my company no longer requires the relief provided by the federal program, if this date occurs before 12/31/2020. CTR Payroll will automatically begin impounding and paying these taxes for payrolls dated after 12/31/2020.

This acknowledgement and authorization transfers to any additional authorized payroll contacts at my company, and I will make them aware of these requirements if my duties are transitioned to them. CTR Payroll will not be responsible for notifying additional contacts at my company of the Payroll Tax Holiday program.

**Company Name:** \_\_\_\_\_

**FEIN:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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