



**HOLD AUTHORIZATION FOR 2005 W-2'S**

Company Number \_\_\_\_\_ Company Name \_\_\_\_\_

**Please check the appropriate box:**

- Do not process our W-2's until \_\_\_\_\_ as we will have adjustments. We understand that any tax liabilities incurred due to adjustment runs for 2004 processed after December 31, 2004, will be subject to penalty imposed by the taxing authorities. **Payday-USA is not responsible for these penalties.**

Reason for holding W-2 processing:

\_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**The W-2s will be sent to the same delivery address as your payroll, please notify us of special delivery instructions.**

**Your year end package including W-2's will be shipped beginning January 24, 2005.**