

FEIN Deactivation & Removal Form

This form confirms your termination of services for the FEIN you indicate below and specifies how you would like Toast Payroll & Team Management to handle any remaining payroll tax filings for the indicated FEIN following the FEIN's last payroll in the Toast Payroll system. It is your responsibility to maintain compliance with all applicable regulations and requirements. You may wish to consult an attorney, accountant or other adviser for advice. *You must complete a separate form for each FEIN you seek to remove.*

Toast Payroll & Team Management requires this form to be completed in its entirety and sent via email to payrollsupport@toasttab.com prior to the last day of the quarter in which you process your final payroll of that FEIN in the Toast Payroll system. Failure to return this form will result in a continuation of monthly service fees and payroll tax filings.

Deadlines: First quarter: March 31; Second quarter: June 30; Third quarter: Sept 30; Fourth quarter: Dec 31

Note: Deactivation of an FEIN with Toast Payroll & Team Management is separate from your Toast Point of Sale (POS) contract

Company Legal Name: _____

Toast Payroll Company Code: _____ **Company FEIN:** _____

What is the FEIN's last Check Date with Toast Payroll? _____

Please indicate why you are leaving Toast Payroll & Team Management (check all that apply):

- Business closing Sales Expectations Customer Care Support Tax Support Terminated POS Onboarding Support

Other: _____

Business is closing

- Toast Payroll & Team Management will file all quarterly and applicable annual payroll returns through the end of the calendar year and provide W-2s for the applicable employees in Toast Payroll. On the fourth quarter filing, Toast Payroll will indicate to tax agencies the final filing for your business. This does not constitute a closure of your tax account with tax agencies. Contact respective tax agencies directly, if needed.

Business NOT closing

- What is the FEIN's first check date with the new payroll provider? _____
If you are processing payroll with a new provider in the same calendar year as termination of services with Toast Payroll, Toast Payroll will not file or provide Forms W-2 or annual returns on your behalf. Please consult your new payroll provider regarding these services.
- Should Toast Payroll pay/file the quarterly payroll taxes for the quarter of your last Check Date with Toast Payroll? (select one)
 - Yes** - All payrolls for the entire quarter were processed in the Toast Payroll system. If the last Check Date was in the fourth quarter, Toast Payroll will file both quarterly and annual filings and provide Forms W-2 in the Toast Payroll system.
 - No** - No further tax filings/W-2s should be done by Toast Payroll. Collected but unpaid taxes will be returned to your company within approximately 4-6 weeks of processing this form.

Please visit [Toast Central](#) for information on access to the Toast Payroll system with respect to this deactivated FEIN.

Name & Title: _____

Signature: _____ **Date:** _____

This communication is not intended as legal, accounting, tax, HR, or other professional advice. You are responsible for your compliance with laws and regulations. Contact your attorney or other relevant advisors for advice specific to your circumstances.

