

# Year-End Adjustment Form

**Fax To:** *R&L DataCenters, Inc.*

**Attn:** **Kelly Back**  
Client Support

**Fax #:** (908) 479-1889  
*No later than December 16, 2019*

**From:** \_\_\_\_\_  
*(Client Name)*  
\_\_\_\_\_  
*(Client Number)*

*I have reviewed my 2019 payroll and have determined that...*

I **DO NOT** anticipate year-end payroll adjustments. Please process my year-end package for delivery as soon as complete.

I **DO** anticipate year-end payroll adjustments (please indicate adjustment type below), and

I will include my adjustments in a payroll run in 2019

I will forward adjustments separately (not included in a payroll run) by December 23, 2019

*I anticipate the following type(s) of adjustments:*

Third Party Sick Pay

Group Term Life Insurance

Other Taxable Fringe Benefits (Process with the last pay of 2019 for proper tax treatment).

Other (explain) \_\_\_\_\_

\_\_\_\_\_  
*Authorized Signature*

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

The information contained herein is specifically related to our payroll adjustments and is not intended as an exhaustive list of payroll related adjustments, tax or compensation issues nor should it be construed as advice. Please consult your tax advisor for information on how to handle these or other payroll adjustments that may affect you and/or your organization.