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**Executive Director**  
Michael Benard  
630.510.4945

**Community Center**  
630.690.4880

**Administration**  
102 E. Wesley Street  
Wheaton, IL 60187



August 3, 2017

To: Abbey Walter  
Paychex  
27545 Diehl Road Suite 400  
Warrenville, IL 60555

From: Michael Benard  
Wheaton Park District  
102 E Wesley St.  
Wheaton, IL 60187

Re: Termination of Payroll Services for Quarter End

To Ms. Walter:

This letter's intent is to inform you we wish to terminate our payroll services with your company. This is effective with the final pay period ending September 23, 2017 to be paid out September 29, 2017, which will be processed and paid by Paychex.

Please deposit all escrowed taxes to date and file our third quarter Quarterly Reports. Please do not file/process our 2017 year-end payroll tax returns and W-2s.

In the event your company fails to provide timely tax deposits and/or erroneously files our returns or W-2s, your company shall be held liable for any incurred expenses.

Sincerely,

  
Michael Benard  
Executive Director